

MEETING MINUTES Week2 – CITS5206 Group 9

Date of Meeting: 29.07.2025

Location: Ezone North

Meeting Pod 202B

Minutes Prepared By: Chaewon

Seo

1. Purpose of Meeting

1. Discuss on the overall direction and objectives of the project
2. Understand the project and client's needs
3. Online Meeting with client

2. Attendance at Meeting

Name	Role	Student Number		
Neethu Ann Mathew		24325709		
Chaewon Seo		23746416		
Sarthak Saini		24110857		
Iliyas Akhmet		24038357		
Jingtong Peng		24323312		
Tony Chu		24074951		
Chenglin Hou		24085253		
Joel Mullen	Client			

3. Meeting Agenda

Sr.No	Item
1.	Read the description of the project and share insights
2.	Prepare queries to clients about any ambiguity on the project
3.	First meeting with client
4.	Review the current system and discuss detailed requirements with the client
5.	Request detailed document for rules of each game and current usage of the system from client

4. Tasks for upcoming week

Sr.No	Item
1.	Receive detailed document with game rules and project description from client
2.	Read the client document and understand the game rules and client requirements
3.	Arrange team meeting for task management and requirement discussion
4.	Arrange meeting with group facilitator for any query and feedback
5.	Group Accountability document to be prepared and posted in Teams channel