MEETING MINUTES Week5 – CITS5206 Group 9

Date of Meeting: 19.08.2025   **Location: Ezone North**

Minutes Prepared By: Neethu Ann

1. Purpose of Meeting

1. Review Deliverable 1
2. Discuss on awaiting requirement clarification from Client
3. Project planning week 5
4. Schedule Online Meeting with group facilitator

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		

3. Meeting Agenda

Sr.No	Item
1.	Review and finalise the deliverable 1
2.	Discuss on the requirements and finalised MVP
3.	Discussion on how to proceed with further clarifications from Client
4.	Discuss and finalise the Tech Stack to be used
5.	Decide on how to proceed with the project planning for Week 5.
6.	Submission of Deliverable 1
7.	Request client for MVP approval.

4. Tasks for upcoming week	
Sr.No	**Item**
1.	Research for respective roles and responsibilities
2.	Create Github fetaure branches and Issues
3.	Read the requirement clarification and examples sent by Client