

MEETING MINUTES Week7 – CITS5206 Group 9

Date of Meeting: 11.09.2025

Location: Ezone North

Minutes Prepared By: Neethu Ann

1. Purpose of Meeting

1. Review feedback given by client on Tuesday after meeting
2. Discuss progress with group facilitator
3. Plan and divide tasks among group members for development
4. Review existing PR in Github

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		
Fudong Qin	Facilitator			

3. Meeting Agenda

Sr.No	Item
1.	Review and discuss on inputs received from Client after in person meeting and first draft discussion.
2.	Update group facilitator on the progress and client inputs. Discuss about client targets and deadline.
3.	Decide on the major view pages required for the application
4.	Discuss among team to divide and distribute work and assign tasks
5.	Aim to finish first development by next week.

4. Tasks for upcoming week

Sr.No	Item
1.	Finish respective development tasks and do integration
2.	Review PR on Github