

# MEETING MINUTES Week3 – CITS5206 Group 9

Date of Meeting: 05.08.2025

Location: Reid Library

Group study space 3

Minutes Prepared By: Neethu  
Mathew

## 1. Purpose of Meeting

1. Discuss on the client requirements and documents shared
2. Discuss on the feasibility of the requirements and decide on MVP
3. Tasks and responsibilities for Deliverable 1
4. 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		
Fudong Qin	Group Facilitator			

## 3. Meeting Agenda

Sr.No	Item
1.	Read the Client document and share insights.
2.	Discuss on the requirements and agreeable MVP
3.	Discussion on how to achieve the application on local Network and no use of wifi
4.	Understand the game rules and roles of different stakeholders
5.	Testing of the current Google sheets Appscript
6.	Usage of Raspeberry Pi for local network (Research)

7.	Meeting with Facilitator on the group task and feedback received
8.	Decided the roles and responsibilities for each member based on the skill expertise
9.	Development strategies and task management

4. Tasks for upcoming week	
Sr.No	Item
1.	Github Repository to be setup and add members
2.	Deep research on development and tech stack to be used
3.	Arrange meeting with the client for requirement clarification and approval on decided MVP
4.	Group project brief to be documented for internal team reference (Upcoming deliverables and submissions)
5.	Group Accountability document to be prepared and posted in Teams channel
6.	Prepare Draft of Deliverable 1 – Project specification and plan
7.	Organize meeting for next Tuesday