

MEETING MINUTES Week6 – CITS5206 Group 9

Date of Meeting: 29.08.2025

Location: Online

Minutes Prepared By: Chaewon
Seo

1. Purpose of Meeting

1. Weekly Team Meeting
2. Update on progress and share ideas
3. Assign tasks for next week

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.	Discussion on final MVP from client.
2.	Discussion on coding procedure.
3.	Discussion on this week's task. <ul style="list-style-type: none">- Frontend: Pages Preview- Backend: ERD, competition model

4. Tasks for upcoming week

Sr.No	Item
1.	Enquire client for purchasing router
2.	Arrange meeting with group facilitator

3.	Arrange team meeting for coding discussion
4.	Work on each one's development task
5.	Group Accountability document to be prepared and posted in Teams channel