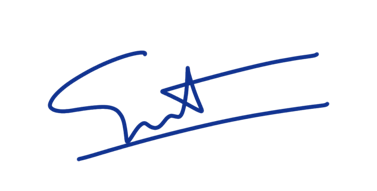
| **Meeting/Project Name** | | Zookeeper enhancement system | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** | | 9/8/2020 | | | **Start time** | 7:20 PM | | |
| **Location** | | Online | | | **End time** | 8:20 PM | | |
| **Host** | | Viet Duc Hoang | | | **Duration** | 1 hours | | |
| 1. Meeting Objective(s) | | | | | | | | | |
| 1. Question for the clients 2. Time of team meeting at the firm 3. Proposal | | | | | | | | | |
| 2. Attendance | | | | | | | | | |
| **Present** |  | | |  | **Apologies** | | | **Reason of absent** |
| *Interns:*   * Viet Duc Hoang * Duy Phuc Tran (Nathan) | | | | | Harmanpreet Kaur (Harry) | | | Working part-time |
| 3. Agenda, Decisions, Issues | | | | | | | | | |
| **Topic / Discussion notes** | | | | | **Discussion led by** | | | |
| Stakeholders:  *Interns:*   * Viet Duc Hoang * Duy Phuc Tran | | | | | Viet Duc Hoang (Team leader) | | | |
| Zookeeper client first meeting:   * Question for the client | | | | | Viet Duc Hoang (Team leader) | | | |
| 4. Action Items | | | | | | | | | |
| **Action** | | | | | **Responsible** | | **Due Date** | |
| Zookeeper - Proposal v1.1.1 | | | | | Interns | | 14/8/2020 | |
| Zookeeper – Meeting minutes #1 | | | | | Interns | | 9/8/2020 | |
| 5. Next Meeting | | | | | | | | | |
| Date: | 10/8/2020 | | Time: | 6:00 PM | Location: Online | | | |
| **Objective(s):** | **Team leader will discuss with Harry about first meeting questions for the client.** | | | | | | | | |

**Meeting minutes #1**

 Approved by Viet