

MEETING 1 AGENDA

Date: 27th April 2022

Time: 10 p.m.

Facilitator: Shailesh

Team members

Shailesh, Khai Bhin, Wah Yang, Jesse, Hanif, En Ming

1. Agenda

Item	Agenda
1.1	Review ethical issues discussed by team members in Assignment 1
1.2	Decide ethical issue which will serve as basis for solution design
1.3	Discuss and put forth various solutions in line with ethical issue
1.4	Decide solution to implement
1.5	Division of task and roles
1.6	Decide next meeting date

2. Action Sheet

Item	Agenda	Person Responsible	Deadline
2.1	First draft of definition of the ethical issue	Shailesh	5 th May
2.2	First draft of ethical reasoning framework	Wah Yang	5 th May
2.3	First draft of design thinking	En Ming	5 th May
2.4	First draft of teamwork process report	Jesse	5 th May
2.5	First draft of solution definition	Khai Bhin, Hanif	5 th May

MEETING 2 AGENDA

Date: 5th May 2022

Time: 1 p.m.

Facilitator: Shailesh

Team members

Shailesh, Khai Bhin, Wah Yang, Jesse, Hanif, En Ming

1. Agenda

Item	Agenda
1.1	Progress report on tasks from previous week
1.2	Share problems faced while completing tasks
1.3	Discuss possible improvements on first draft for each task
1.4	Decide next meeting date

2. Action Sheet

Item	Agenda	Person Responsible	Deadline
2.1	Final draft of definition of the ethical issue	Shailesh	8 th May
2.2	Final draft of ethical reasoning framework	Wah Yang	8 th May
2.3	Final draft of design thinking	En Ming	8 th May
2.4	Final draft of teamwork process report	Jesse	8 th May
2.5	Final draft of solution definition	Khai Bhin, Hanif	8 th May