Meeting Minutes Template (Copy this each week!)

Date & Time: xx/10/22 | 4.10PM – 4.40PM

Location: A32x PSQ Building

Participants: Gregory Kua, Nathan Everett, Xinyao Huang, Noah Keedle-Isack, Alvaro Resende, Michael McDonald

**Topic**

* Discussion Here
* Discussion Here #2

**Topic 2**

* Discussion Here
* Discussion Here #2

**Topic 3**

* Discussion Here
* Discussion Here #2

Date & Time: 17/10/22 | 4.10PM – 4.40PM

Location: A327 PSQ Building

Participants: Gregory Kua, Xinyao Huang, Noah Keedle-Isack, Alvaro Resende, Hai-Van Dang

**Introduction**

* Name & Course names, Quick introduction
* The students have the call to do their own projects. The supervisor is there to advice if there are any risks / problems that might arise.
* You need to think about your careers now. Check out the careers / opportunity available.

**Main**

* Shared folders for the documents, Version Control shared, Planners,
* Quick rundown on the assessment brief
* Writing a main outline for the final report
* Break-down the main tasks into subtasks
* Define a clear output, User Journey Maps implementation (Show clear steps how to use your project)
* MVP needs to be done by Christmas (If not there is a chance you might fail)
* Reminder on the deadlines
* Objective, Output, MVP, Features + Plans for Sprint 1 is written on a paper

Meeting Minutes Template

Date & Time: 28/10/22 | 11.15AM – 12.59PM

Location: Library 205 Room

Participants: Gregory Kua, Nathan Everett, Xinyao Huang, Alvaro Resende, Michael McDonald

* Noah could not attend the meeting due to an illness

**Project Discussions**

* Quick introduction on what each student’s topic are for their Final Year Project
* Hosting Ideas for the project
* Sprint Planning Ideas
* Discussed frameworks and languages
* Affordable Hosting Sites
* Shared Discord contacts