

**UoEo NISM Group 3
MEETING**

AGENDA

Date of meeting:

Venue: Zoom

<https://us02web.zoom.us/j/9025746143?pwd=YWNkY0JVeGJlTGhVW1RUVU4Zz09>

Meeting ID: 902 574 6143

Passcode: PT808

Time:

Members: Jonathan, Ying, Haseeb

Required:

Items:

1. Review of last meeting minutes
2. Document Design Planning
3. 2'nd seminar practical test preparation and results
4. A.O.B

MINUTES

Date of meeting: 30th November

Venue: Zoom

<https://us02web.zoom.us/j/9025746143?pwd=YWNlY0JVeVJlTGhVW1RUVU4Zz09>

Meeting ID: 902 574 6143

Passcode: PT08

Time:

Members: Jonathan, Ying, Haseeb

Apologies: None

Minutes: Haseeb

Required:

Item:	Time:	Details:	Who:	Action:	When:
1. Review of last meeting minutes	N/A	N/A	N/A	N/A	
2. Document Design Planning	15 mins	Team members discussed about the Document Design planning	All	Contact the tutor to determine the website category.	After the meeting
3. 3'rd seminar practical Activity-Scanning Exercise Planning	30 mins	Conducted some practical scanning exercise from different site and compare the results. Discussed about the discrepancies and challenges	All	Presentation file for 3'rd seminar	
4. A.O.B.	5 mins	Next meeting will be after we got the feedback from tutor			