

**UoEo NISM Group 3
MEETING**

AGENDA

Date of meeting: Tuesday 30th November

Venue: Zoom

<https://us02web.zoom.us/j/9025746143?pwd=Mndxa1kyR3I5NkVDQ1VmMDJ0emZtdz09>

Meeting ID: 902 574 6143

Passcode: PT10

Time: 4pm Yemen / 9pm Hong Kong

Members: Jonathan, Ying, Haseeb

Required:

Items:

1. Presentation rotates
2. For Collaborative Learning Discussion 2, share individually or as a team
3. Minutes taker rotates
4. Available time for the next meeting date
5. A.O.B.

MINUTES

Date of meeting: Tuesday 30th November

Venue: Zoom

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Meeting ID: 902 574 6143

Passcode: PT10

Time: 4pm Yemen / 9pm Hong Kong

Members: Jonathan, Ying, Haseeb

Apologies: None

Minutes: Ying

Required:

Item:	Time:	Details:	Who:	Action:	When:
1. Review of last meeting minutes	N/A	N/A	N/A	N/A	N/A
2. Presentation rotates	10min	Haseeb (1st) > Ying (2nd) > Jonathan (3rd)	Ying	Prepare for the presentation	2nd December
3. For Collaborative Learning Discussion 2, share individually or as a team	10min	All members agreed to submit individual		Submit discussion 2 individually	6th December
4. Minutes taker rotates	10min	Jonathan (1st) > Haseeb (2nd) > Ying (3rd)		Submit the Minutes	After every meeting
5. A.O.B.	5min	Sunday 5th December 4pm Yemen / 9pm Hong Kong			