

Minutes 13/04/2021

Group 1

Minutes of the team meeting

13/04/2021, Sydney University

Present: Thanvi Gunti, Harrison Adkin, Xinyi Xia

Apologies: N/A

Notetaker: TG, **Meeting Chair:** HA, **Timekeeper:** XX

Meeting Purpose: Team meeting get acquainted, plan and allocate tasks for Lab 2 and get started on Lab 2

Previous Actions:

N/A

Regular Items:

- a) Group acquainted with each other
- b) Group becomes familiar with the expectations of the assignment
- c) Group creates a plan of action for the week

New Items:

- a) Everyone introduced themselves and discussed briefly their previous group's performance in the last assignment.
We talked about what worked well and what didn't so we decided how to work as a group based on that.
Decisions made:
 - Divide up tasks and regroup to integrate
 - Make sure minutes are up to date and typed up properly
- b) Tasks divided up:
 - Harrison: Ex 1
 - Thanvi: Ex 2
 - Xinyi: Ex 3
- c) Aim to finish all of Ex 1 and 2 by next week and have a good understanding of Ex 3.
- d) Discussion on Ex 3: Which option should we work on? Preferences towards 1 or 3 so far but the decision shall be made later.

AOB: N/A

Next Meeting:

20/04/2021, Sydney University