**Meeting Agenda and Minutes** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Title**: Project Kick-Off Meeting  
 **Date: 13/05/2022**  
 **Time: 5:30 pm – 6:30pm**  
 **Attendees: Ahmad Asgharian Rezaei, Huahu Wen, Yipei Liu, Yiyang Xie** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Item:** Discuss **Allocated time:** 30 minutes

**Notes:** Discuss about the meeting with clients

**Item:** Next Steps **Allocated time:** 30 minutes  
**Notes: Write a plan and provide a presentation draft**

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