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

**Meeting Title**: Project Kick-Off Meeting with clients  
 **Date: 20/05/2022**  
 **Time: 5:30 pm – 6:00pm**  
 **Attendees: Ahmad Asgharian Rezaei, Chengyang He, Huahu Wen, Yipei Liu, Yiyang Xie,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Item:** Show presentation

**Allocated time: 10** minutes

**Notes:** Show the draft presentation

**Item:** Improve the presentation

**Allocated time:** 20 minutes

**Notes: Everyone improve one’s own part of presentation following suggestions**

Notes: Have a meeting next Monday to show the improvements

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