# Week 2

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| **Meeting Summary** | **Explanation** |
| Progress update on initial task | We had a submission of project plan for starting of week 3 so we keep updated to each member for the task that we have divided previous week. |
| Meeting with Tutor | It was the first meeting with tutor special for this project. We have discussed about the requirements of the project including technical specifications such as creating websites, chatbots and its deployment, and requirements for report writing. |
| Planning for future | We have divided individual responsibilities to complete the project, we have decided to work upon report writing on the topic of project plan such as individual roles and responsibilities, source requirement, risk and mitigation and ethical issues. Each member will contribute to prepare the report. |