# **Meeting Minutes**

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| **Date/Time:** | 28/01/2017 1:30pm - 3:30pm |
| **Type:** | Team Meeting |
| **Minute Taker**: | Andrew Hampson |
| **Attendees:** | Peter Chen, Andrew Hampson, York Liu, Zach Yu |
| **Regrets:** |  |

## ***Notes:***

1. Proposal design
2. assign proposal task for each person

## ***Action Items:***

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| --- | --- | --- | --- |
| **Owner** | **Description** | **Completion Date** | **Status** |
| All group member | add the necessary contents in the proposal  Project Outcomes,  Project deliverables  Motivation - at least 2 for each person  Research Method  Primary data sources | 28/01 | open |
| York | the task master to draft proposal and format it  Main task assign:  Project Title  Abstract/ Summary  Client Detail | 28/01 | open |
| Zach | Main task assign for proposal:  Project Schedule  Online Gantt Chart  Gantt Chart Link | 28/01 | Open |
| Andrew | Main task assign for proposal:  Aim and Objectives  Hypothesis | 28/01 | Open |
| Peter | Main task assign for proposal:  abstract/ summary  Project deliverable | 28/01 | open |