# **Meeting Minutes**

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| **Date/Time:** | 07/03/2017 1:30pm - 3:30pm |
| **Type:** | Group Meeting |
| **Minute Taker**: | York |
| **Attendees:** | Peter Chen, Andrew Hampson, York Liu, Zach Yu |
| **Regrets:** |  |

## ***Notes:***

1. Presentation time
2. Meeting minutes
3. Status report
4. Communication history
5. Final project template
6. Scope and objectives

## ***Action Items:***

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| --- | --- | --- | --- |
| **Owner** | **Description** | **Completion Date** | **Status** |
| All group member | 1), Decide the specific time for the group final presentation  10th-Apr-2017  2), Document submit:  project template  meeting minutes  status report  Power Points  communication history- print it as submission file.  3), Main content of project template:  new scope and objectives;  analyse stage- explain code; research description; | 07/03 | closed |