# Meeting Minutes

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| **Date/Time:** | 30/01/2017 10:30am - 11:30am |
| **Type:** | Supervisor Meeting |
| **Minute Taker**: | York |
| **Attendees:** | Mandeep Pannu, Peter Chen, Andrew Hampson, York Liu, Zach Yu |
| **Regrets:** |  |

## Notes:

1. project proposal form template analyzation
2. project summary
3. project aim and objectives
4. project outcome and deliverable
5. project research method
6. project schedule

## Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| **Owner** | **Description** | **Completion Date** | **Status** |
| Mandeep | analyze and explanation for project proposal form template:   * what the project title is * what the abstract and summary is * what the aim and objectives is * what the project outcome is * what the project deliverable is * what the motivation is * what the research and research method is * how to plan the project schedule | 30/01 | closed |