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|  | Meeting Minutes |
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# Call to order

A meeting of **CryptoCast** was held at **the company’s discord channel** on **17/05/2020 5pm Sydney time**.

# Attendees

Attendees invited:

-Adam Matthew Gong

-Jaireet Hujan

-Jaswinder Kaur

-Kiran Thind

-Long Quang Le

-Mukan Sandhu

-Saamir Hye (Assistant Project Manager)

-Kishen Kumar (Project Manager)

# Members not in attendance

Members not in attendance.

- Mukan Sandhu

# Approval of minutes

This minute is to be approved by the project manager and the assistant to project manager

# Reports

This meeting purpose is to finalize the feasibility study, there were few discussion on the format and the layout of each members reports and finding the middle ground on how edits and changes will be made. The execution report is also somewhat confused between each member and there where clarifications to be made,

# Unfinished business

There were concerns from Kiran and Jaswinder regarding the tasks’ difficulty. The project manager has offered help and instruction on how the tasks could be done.

# New business

Every member are also to look at the Group\_Assignment.pdf and report their own findings in the next meeting.

# Announcements

Members were to do their own research to find an appropriate template for the part they are doing and then to report to the assistant manager. This is to ensure the team member still have their own freedom on how the go on executing and completing the tasks. At the same time still to ensure a level of consistency of the style of the entire document.

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| Secretary |  | Date of approval |