

Minutes Template

Subject:	MAST90106
Group name/ identifier	Group 22
Meeting Location, Date & Time	ZOOM, 12/3/2021, 15.30-16.10 (Melbourne Time)
Group members present	Andrew Stringer, Wei Li, Xin Wei, Chao Jia
Apologies	

1 Actions from previous meetings

Task	Who is responsible	Deadline

2 Items discussed and decisions made

Item	Decision (if applicable)
Bibliography Database setting	Using BibTex and Overleaf to establish bibliography database and share with each other
Set up GitHub project	
Literature Database setting	Setting literature database by graphs and tables to show the relationship between citations. (will be updated and make it better during practice)
Discussing which programming language will be used in the project	Python
Documents sharing	Using OneDrive to share documents (could be changed if there is a better solution)
Practice self-introduce for the first meeting with the supervisor and client	

3 Agreed actions from this meeting

Task	Who is responsible	Deadline
Contact Supervisor	Xin Wei	
Brainstorm on Monday Meeting		

4 Next meeting

Location	ZOOM
Date & Time	15/3/2021, 20.00 (Melbourne Time)
Goals	