

Minutes Template

Subject:	MAST90106
Group name/ identifier	Group 22
Meeting Location, Date & Time	ZOOM, 17/3/2021, 19.00-19.30 (Melbourne Time)
Group members present	Team Member: 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)
The core relationship in the project	Wait to be specific by client, is the relationship between climate events and share price/ financial statement performance
Wei's findings from papers	Some papers focus on the industries which is sensitive with climate such as coal industry. Some solutions are reduce emission and makes it be sustainable
Climate change definition	The provided database includes limited kinds of climate events. Need to confirm with the client that what kind of climate events should be included.

3 Agreed actions from this meeting

Task	Who is responsible	Deadline

4 Next meeting

Location	ZOOM
Date & Time	22/3/2021, 20.00 (Melbourne Time)
Goals	Prepare first meeting with client