

Minutes Template

Subject:	MAST90107
Group name/ identifier	Group 22
Meeting Location, Date & Time	ZOOM, 13/9/2021, 13.00-13.30 (Melbourne Time)
Group members present	Team Member: Xin Wei, Chao Jia, Wei Li, Andrew Stringer

1 Items discussed and decisions made

Item	Decision (if applicable)
Financial Data	Re-collect from SEC with XBRL API
Companies location not in US	Find Company locations

2 Agreed actions from this meeting

Task	Who is responsible	Deadline
Collect Financial data from SEC	Xin & Chao	17/9
Searching locations from annual report.	Wei & Andrew	17/9

3 Next meeting

Location	ZOOM
Date & Time	16/9/2021, 13.00 (Melbourne Time)
Goals	