

Minutes Template

Subject:	MAST90106
Group name/ identifier	Group 22
Meeting Location, Date & Time	ZOOM, 7/3/2021, 15.30-16.00 (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)
Self-introduction (basic information, academic background and professional experience etc)	
Project Preference Selection, based on previous google doc voting	30,20,5
Group roles (Sharing responsibilities if needed)	Team Leader: Andrew Stringer; Industry Partner Contact: Xin Wei; Project Manager: Wei Li; Lead Researcher: Chao Jia
Discussing the ideas and possible preparations for the project	See section 3

3 Agreed actions from this meeting

Task	Who is responsible	Deadline
Organization of Literature Review		
GitHub for Project Documents		
Summary documents for individual papers		
Bibliographic database (BibTex or BibLaTex)		
Literature database (which paper cite which papers and for what reasons)		

4 Next meeting

Location	ZOOM
Date & Time	12/3/2021, 15.30 (Melbourne Time)
Goals	To see what should be prepared after project allocation