

Minutes Template

Subject:	MAST90107
Group name/ identifier	Group 22
Meeting Location, Date & Time	ZOOM, 8/8/2021, 14.00-14.30 (Melbourne Time)
Group members present	Client: Dr. Laura Rusu Team Member: Wei Li, Xin Wei, Chao Jia

1 Items discussed and decisions made

Item	Decision (if applicable)
Climate events	Try temperature, bushfire and flooding
Update the current progress of the project	

2 Agreed actions from this meeting

Task	Who is responsible	Deadline
Send Company List to Laura	Xin	9/8
Acquire data from Yahoo Finance	Wei and Xin	5/5

3 Next meeting

Location	ZOOM
Date & Time	23/8/2021, 14.00 (Melbourne Time)
Goals	