

Minutes Template

Subject:	MAST90107
Group name/ identifier	Group 22
Meeting Location, Date & Time	ZOOM, 26/8/2021, 12.30-13.00 (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)
Meeting arrangement	Meeting with Ziad: Tue 10am (every two weeks) Laura: Mon 2pm (every two weeks) Group: Mon 1pm & Thu 12pm (every week)

2 Agreed actions from this meeting

Task	Who is responsible	Deadline

3 Next meeting

Location	ZOOM
Date & Time	27/8/2021, 16.00 (Melbourne Time)
Goals	