

Minutes Template

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| Subject: | MAST90106 |
| Group name/ identifier | Group 22 |
| Meeting Location, Date & Time | ZOOM, 17/3/2021, 18.30-19.00 (Melbourne Time) |
| Group members present | Supervisor: Ziad A. Bkhetan Team Member: Andrew Stringer, Wei Li, Xin Wei, Chao Jia |
| Apologies | |

1 Actions from previous meetings

| Task | Who is responsible | Deadline |
|------|-----------------------|----------|
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2 Items discussed and decisions made

| Item | Decision (if applicable) |
|---------------------------------------|---|
| Supervisor self-introduce | |
| Team member self-introduce | |
| Periodical meeting set | Each Wed 17.15-18.15, subject coordinator may attend |
| Role of the supervisor in the project | <ul style="list-style-type: none"> Supervisor is the first contact person if there is any issue or question; Group 22 leads the project, supervisor is a support role; Decide the specific roles within the group; |

3 Agreed actions from this meeting

| Task | Who is responsible | Deadline |
|---|--------------------|----------|
| Contact the Client as soon as possible | Xin Wei | |
| Email the optional time for the first meeting with the Client | Ziad | |

4 Next meeting

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|-------------|-----------------------------------|
| Location | ZOOM |
| Date & Time | 22/3/2021, 20.00 (Melbourne Time) |
| Goals | |