

## Minutes Template

Subject:	MAST90106
Group name/ identifier	Group 22
Meeting Location, Date & Time	ZOOM, 30/3/2021, 13.30-14.30 (Melbourne Time)
Group members present	Client (Lensell): Dr Laura Rusu Supervisor: Ziad A. Bkhetan, Manika Beneti Team Member: Andrew Stringer, 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)
Lensell introduction	
Project related requirements	Final Goal of the project: research purpose Find financial and non-financial impact; Direct impact of climate change; Select companies depending on different industries, different geography
Meeting setting	Normally via Email; Meeting via ZOOM – every 3 weeks
Project progress	Set up literature review

### 3 Agreed actions from this meeting

Task	Who is responsible	Deadline

### 4 Next meeting

Location	ZOOM
Date & Time	11/4/2021, 20.00 (Melbourne Time)
Goals	