Minutes Template

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| 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 |  |

# Actions from previous meetings

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| **Task** | **Who is responsible** | **Deadline** |
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# Items discussed and decisions made

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| **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 |

# Agreed actions from this meeting

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| **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) |  |  |

# Next meeting

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