Minutes Template

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| Subject: | MAST90106 |
| Group name/ identifier | Group 22 |
| Meeting Location, Date & Time | ZOOM, 6/5/2021, 13.00-13.50 (Melbourne Time) |
| Group members present | Client (Lensell): Dr. Laura Rusu  Supervisor: Ziad A. Bkhetan  Team Member: Wei Li, Andrew Stringer, Chao Jia, Xin Wei |
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# Items discussed and decisions made

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| **Item** | **Decision (if applicable)** |
| Industry index generation | Use average data instead of absolute value |
| Temperature data | Use change of temperature rather than average value |
| Empty Profile | Skip the company at this stage |
| Financial ratio | Remain empty for missing value and use more ratios (Laura will provide) |
| Headquarters location mismatch business location | Annual report and company website |
| Meeting agenda | One group member lead meeting,   1. Quickly show the progress 2. Current Problems 3. Suggestions and possible solutions |

# Agreed actions from this meeting

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| **Task** | **Who is responsible** | **Deadline** |
| Have a meeting agenda | Chao | 13/5 |
| Prepare data | Chao & Xin | 10/5 |
| Reading and find potential model | Wei & Andrew | 10/5 |

# Next meeting

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| --- | --- |
| Location | ZOOM |
| Date & Time | 10/5/2021, 13.00 (Melbourne Time) |
| Goals |  |