Minutes Template

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| Subject: | MAST90106 |
| Group name/ identifier | Group 22 |
| Meeting Location, Date & Time | ZOOM, 12/3/2021, 15.30-16.10 (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)** |
| Bibliography Database setting | Using BibTex and Overleaf to establish bibliography database and share with each other |
| Set up GitHub project |  |
| Literature Database setting | Setting literature database by graphs and tables to show the relationship between citations.  (will be updated and make it better during practice) |
| Discussing which programming language will be used in the project | Python |
| Documents sharing | Using OneDrive to share documents  (could be changed if there is a better solution) |
| Practice self-introduce for the first meeting with the supervisor and client |  |

# Agreed actions from this meeting

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| **Task** | **Who is responsible** | **Deadline** |
| Contact Supervisor | Xin Wei |  |
| Brainstorm on Monday Meeting |  |  |

# Next meeting

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| Location | ZOOM |
| Date & Time | 15/3/2021, 20.00 (Melbourne Time) |
| Goals |  |