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 |  |

# 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)** |
| 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 | * 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; |

# Agreed actions from this meeting

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| **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 |  |

# Next meeting

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