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, ManikaBeneti  Team Member: Andrew Stringer, Xin Wei, Chao Jia |
| Apologies |  |

# Actions from previous meetings

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 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 |

# Agreed actions from this meeting

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
|  |  |  |
|  |  |  |

# Next meeting

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