Meeting Record

Date
20/05/2024

Time
5.00 PM

Duration
20 minutes

Members Present
3/4

Meeting Agenda

- Review the draft proposal structure.
- Allocate sections of the proposal to team members.
- Set deadlines for each section.

Discussed Topics

- Review the draft proposal structure.
- Allocate sections of the proposal to team members.
- Set deadlines for each section.

Raised Issues/Concerns

Soyeon Im: Managing workload with current deadlines.

Assigned Tasks

Maxwell Young - Developer/Researcher. Edit and organize the coding part.
Hansith Perera - Developer/Editor. Write the Technology and topic sections.
Johny Son - Writer/Researcher. Choices section.
Soyeon Im - Writer/Editor. Review and edit all sections for consistency.

Next Meeting

23/05/2024 (Thursday) 3:30 PM in person lab session