

Meeting Minute 5

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| Program/Area: | TechLauncher - Million Courseworks Students (19-S2-2-C Million) |
| Meeting Date: | 08/08/2019 |
| Meeting Time: | 17:00 PM to 19:00 PM |
| Meeting Location: | Hancock Library Room 3.27 |
| Meeting Facilitator: | Sayed Zulfikar |
| Attendees: | Kundu Gui, Sayed Zulfikar, Xiangyu Chen, Zifeng Liu, Rui Zhang, Yichen Li, Lingyu Xia |
| Minutes Issued By: | Sayed Zulfikar |

| Agenda: | PIC |
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| 1. Project audits 1 finalisation | All members |
| 2. Next meeting preparation | All members |

| Discussion: (Items/Knowledge Shared) |
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| <ol style="list-style-type: none">1. Team roles has been fixed for both primary and secondary.2. Statement of work need to be improved and approved by the client.3. Project milestones need to be adjusted.4. There will be no NDA in this project.5. The presentation of Project Audit 1 will be done by 4 persons.6. Weekly report to the tutor will be handled by Chen |

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