|  |  |
| --- | --- |
| **Assignment 2**  **Meeting Minutes** | |
| Date | 27 September 2017 |

**Present**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Alan Shen | X | Girishkumar Dhotarkar | X | Nagib Shah | X |
| Qiushi (Rachel) Zhang | X | Xinan (Langley) Ma | X | Young Choi | X |

**Minutes**

|  |  |
| --- | --- |
| **Agenda** | * Review the Group30 Initial Report |
| **Outcome** | * **Discussion:**   + Discuss each section of initial report and finalise final draft |
| **Actions** | * Final review of Initial Report   + Nagib   + Girishkumar   + Langley   + Rachel   + Alan   + Young * Submission of Initial Report   + Langley |
| **Conclusion(s)** | First assignment for initial report now completed |