



MEETING MINUTES

Meeting/Project Name:	Group Project		
Date of Meeting: (DD/MM/YYYY)	22/10/2020	Time:	18:30
Minutes Prepared By:	Kyle Murphy	Location:	MS Teams call
1. Meeting Objective			
1. Review and discuss work completed to date			
2. Prioritize and discuss work still to be completed			
3. Assign and discuss work to team members to be completed based on priority			
2. Attendance at Meeting			
Name	Department/Division	E-mail	Phone
Kyle Murphy	Student	km543@uowmail.edu.au	N/A
Nagasubramaniyan Sankaranarayanan	Student	ns919@uowmail.edu.au	N/A
Xun Cai	Student	xc805@uowmail.edu.au	N/A
Yiting Chen	Student	yc672@uowmail.edu.au	N/A
Yusai Zhang	Student	yz382@uowmail.edu.au	N/A



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3. Agenda and Notes, Decisions, Issues			
Topic	Owner	Time	
Review of work completed to date.	All	18:33	
Discussion of what things are needed to be done to finish off the work still needed to be completed.	All	18:50	
Discussion of prioritizing the work that needs to be completed first Prioritized work to be done before next meeting	All	18:55	
Discuss and Assign who is working on the tasks that have been prioritized	All	19:10	
Finalize with everyone who is working on which prioritized task	All	19:20	
4. Action Items			
Action	Owner	Due Date	
Complete the assigned prioritized work before next meeting	all	26/10/2020	
5. Next Meeting (if applicable)			
Date: (DD/MM/YYYY)	26/10/2020	Time:	Location: MS Teams call
Objective:	Review completed prioritized work as a group and discuss. Move onto finishing other tasks still to be completed.		