

## MEETING MINUTES

<b>Meeting/Project Name:</b>	Group Project		
<b>Date of Meeting:</b> (DD/MM/YYYY)	26/08/2020	<b>Time:</b>	19:30 AEST
<b>Minutes Prepared By:</b>	Tom Rose	<b>Location:</b>	MS Teams Call
<b>1. Meeting Objective</b>			
<ol style="list-style-type: none"> <li>1. Confirm Project Selection</li> <li>2. Confirm Project Roles &amp; Responsibilities</li> <li>3. Confirm content for PowerPoint presentation</li> <li>4. Discuss weighted scoring card and agree to create assumptions</li> </ol>			
<b>2. Attendance at Meeting</b>			
<b>Name</b>	<b>Department/Division</b>	<b>E-mail</b>	<b>Phone</b>
Kyle Murphy	Student	km543@uowmail.edu.au	N/A
Nagasubramaniyan Sankaranarayanan	Student	ns919@uowmail.edu.au	N/A
Tom Rose	Student	tlwr355@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	yc672@uowmail.edu.au	N/A



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<b>3. Agenda and Notes, Decisions, Issues</b>					
<b>Topic</b>	<b>Owner</b>		<b>Time</b>		
Project Roles & Responsibilities  The team agreed that throughout the project all members will need to work a number of roles to deliver the project. For the purpose of the presentation roles and responsibilities will be assigned to team members	All		19:30 AEST		
Weighted Scoring Card  Following the feedback received from Professor Hoa assumptions need to be created to justify the selection of Project 2. Each team member will contribute to the project by creating an assumption for a project objective selected from the weighted scoring card. Team members will assign their initials to the objective they will be creating an assumption for	All		19:30 AEST		
PowerPoint Presentation  The PowerPoint presentation for Friday's lab needs to be created confirming the members of the project team. The presentation should also list the roles and responsibilities. Trial run of presentation to occur prior to lab on Friday	TR		19:30 AEST		
<b>4. Action Items</b>					
<b>Action</b>	<b>Owner</b>		<b>Due Date</b>		
Assign team member names to project roles and responsibilities document	Tom Rose		27/08/2020		
Create assumptions for project objectives to justify selection of project 2	All		03/09/2020		
Create PowerPoint presentation for Friday Lab	Tom Rose		27/08/2020		
<b>5. Next Meeting (if applicable)</b>					
<b>Date:</b> (DD/MM/YYYY)	03/09/2020	<b>Time:</b>	19:30	<b>Location:</b>	MS Teams Call
<b>Objective:</b>	Commence Project Planning – all team members to read project specification in preparation for next steps				