MINUTES TEMPLATE

Meeting Location, Date & Time	Law library, 8th Oct, 16p.m.
Group members present	Kejing Li, Wenxi Deng, Zhihe Ping
Group members absent	

1 Actions from previous meetings

Task	Who is responsible	Deadline
Finish the complex model	Zhihe Ping	nd Oct
Finish the simple model	Wenxi Deng	2nd Oct
Finish the median model	Kejing Li	2nd Oct

2 Items discussed and decisions made

Item	Decision (if applicable)
Finish the coding	
Report sections allocated	

3 Agreed actions from this meeting

Task	Who is responsible	Deadline
Start report	All	11th Oct

4 Next meeting

Location	Online Zoom meeting
Date & Time	10th Oct 14p.m.
Goals	Discuss report