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| **Title:** | Group 1 The Second Internal Meeting | | |
| **Date** | 8/8/2024 | **Start Time** | 10:00 |
| **Venue** | Online (Teams) | **Meeting No.** | 3 |
| **Client Liaison Person:** | Ella Zhang | **Minute Taker** | Ashley Li |

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| **ATTENDANCE** | | | |
| **Name** | **Position** | **Organisation** | **Email** |
| Ashley Li | Minute Taker | UWA | 23428364@student.uwa.edu.au |
| Ella Zhang | Client Liaison Person | UWA | 23844446@student.uwa.edu.au |
| Xuechen Mao | Member | UWA | 23884895@student.uwa.eud.au |
| Fudong Qin | Member | UWA | 23992836@student.uwa.edu.au |
| Adharsh Sundaram Soudakar | Member | UWA | 23796349@student.uwa.edu.au |
| Zhaoyang Lin | Member | UWA | 24042674@student.uwa.edu.au |

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| **Key Dates** | |
| 23rd August, Friday at 11:59 pm | Deliverable 1 - Group Project Specification (Marker: clients) |
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| **Minutes** | | **Responsible** | **Due** | |
| 1. | The member expressed their thoughts and decided to write down the document from various perspectives to ensure everyone is on the same page. |  |  |
| 1. **Next Meeting** | | | | |
| Discuss how to split the project and allocate the task to different members before meeting with facilitator. | | | | |