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| **Title:** | Group 1 (internal meeting) | | |
| **Date** | 1/8/2024 | **Start Time** | 18:00 |
| **Venue** | Online(Teams) | **Meeting No.** | 1 |
| **Client Liaison Person:** | NA | **Agenda Maker** | Zhaoyang Lin |

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| **Planned Attendance** | | | |
| **Name** | **Position** | **Organisation** | **Email** |
| Zhaoyang Lin | Agenda Maker | UWA | 24042674@student.uwa.edu.au |
| Ella Zhang | Member | 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 |
|  |  | UWA |  |

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| **Key Dates** | |
| 23rd August, Friday at 11:59 pm | Deliverable 1 - Group Project Specification (Marker: clients) |
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| **Agenda details** | |
| 1. | Create github group working space. |
| 2 | Arrange a regular weekly meeting and meeting with Project Facilitator (Tingting bi). |
| 3. | Daft a code of conduct contract (can be refined over coming weeks). |
| 4. | Nominate a client liaison person. |
| 5. | Contact and set up a meeting with project client. |
| 6 | Discuss about the project based on its description, split it and allocate different tasks to members. |
| 8. | Discuss about who will need to prepare the minute and agenda for next meeting. |
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