|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | Group 1 (internal meeting) | | |
| **Date** | 1/8/2024 | **Start Time** | 18:00 |
| **Venue** | Online(Teams) | **Meeting No.** | 1 |
| **Client Liaison Person:** | Ella Zhang | **Minute Taker** | Zhaoyang Lin |

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTENDANCE** | | | |
| **Name** | **Position** | **Organisation** | **Email** |
| Zhaoyang Lin | Minute Taker | UWA | 24042674@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 |
|  |  |  |  |

|  |  |
| --- | --- |
| **Key Dates** | |
| 23rd August, Friday at 11:59 pm | Deliverable 1 - Group Project Specification (Marker: clients) |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minutes** | | **Responsible** | **Due** | |
| 1. | Set up the group working space and upload some relevant code and document | Fudong |  |
| 2. | Create an eamil draft to out clients and then send it to them | Ella | Finished |
| 3. | Daft a code of conduct contract | Adharsh |  |
| 4. | Nominate a client liaison person (Ella Zhang) | Ella | Finished |
| 5. | Collect some questions about the project and document them | Xuechen |  |
| 6. | Make the document to meet the requirement of software design | Zhaoyang |  |
| 7. | Conclude that the meeting with project facilitator will be from 1pm on Friday. | All | Finished |
| 8. | Send the meeting request to project facilitator (both on group channel and by email) | Ella |  |
| 9. | Condclude the order of agenda and minutes take. | All | Finished |
| 1. **Next Meeting** | | | | |
| 1. Ashely will be responsilbe for the agenda and minutes for the meeting next week.  2. After meeting with client, disscuss how to split the project and allocate the task to different members | | | | |