**Meeting Minutes Template**

**Meeting Title: Deciding the models for the Graphic Model Subjects**

**Date: 21/03/2025**

**Time: During Lab Session**

**Location: Bldg 11.08.409**

**Attendees:**

* Jungwook Van
* Jiyoung Chang

**Apologies(Person who not attended):**

* Joshua Kim

**Agenda:**

* **None**

**Discussion Summary:**

* **Delivery Methods**: Video recording
* **Chosen Design** : “Low-poly, Plain and animals, nature-like scenery”
  + **Example** : “Crossy Road”

Summary of Discussion, Key Points, and Decisions

: TBD

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| --- | --- |
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**Action Items:**

| **Task** | **Responsible Person** | **Due Date** | **Status** | **Priority** |
| --- | --- | --- | --- | --- |
| PPT completion | All | 11/03/2025 | Done | High |
| Video Completion | All | 12/03/2025 | Done | High |

**Risks & Issues:**

| **Risk/Issue** | **Impact Level** | **Mitigation Plan** | **Status** |
| --- | --- | --- | --- |
| [Risk Description] | [High/Medium/Low] | [Mitigation Plan or Action Needed] | [Open/Resolved/Pending] |
| [Issue Description] | [High/Medium/Low] | [Mitigation Plan or Action Needed] | [Open/Resolved/Pending] |

**Additional Notes:**

* [Any other important information or observations]

**Next Steps:**

* [Summary of follow-up actions and deadlines]

**Next Meeting:**

* Date: TBD
* Time: TBD
* Location: Discord
* Proposed Agenda: TBD

**Minutes Prepared by:** Jungwook Van  
**Date:** 28/03/2025