**CITS3200 Team 10**

**Minutes of Meeting 6 held on Monday 21 August 2023**

Present: Tom, Nathan, Adi, Sam, Sapphire, Zen

Apologies:

Absent:

Meeting Started: 9.30 am

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| The meeting began early immediately after the client meeting was finished as that had been discussed in MS teams. | ACTION |
| 1.1 Organise Mentor Meeting  Discussed auditor meeting is upcoming, organised possible times that will suit. Tom going to contact auditor to organise.  1.2 Discussed Importance of Tempering Client Expectations & Research of Audio API  Specifically, regarding the Audio Comparison/Similarity functionality. It appears to be a very complex technology – does not appear to be many suitable API’s that we can use. Everyone to research more to see if we can find anything.  1.3 Client Retrospective  Chose potential dates for client retrospective and discussed a brief plan of action for the demonstration.  1.4 Target Goals  Tom to work on basic homepage  Nathan & Sam to work on backend  Adi & Zen to work on research audio API  Sapphire to work on routing | Tom       All             All |

Meeting Closed: 10:10 am