**CITS3200 Team 10**

**Minutes of Meeting 7 held on Monday 28 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 Recap past week progress  Recapped what each member has done for week, and what is their plan for the next week.  1.2 Organised client meeting  Tom organised meeting with client to receive audio files and discuss audio API usage  1.3 Timesheet Discussion  Sapphire discussed timesheets to remind all members to limit research + learning hours to < 20%  1.4 Meeting during study break  Organised an online meeting for during study break | All       Tom    All           All |

Meeting Closed: 9:50 am