**CITS3200 Team 10**

**Minutes of Meeting 7 held on Monday 11 September 2023**

Present: Tom, Nathan, Sapphire, Zen, Sam

Apologies:

Absent:

Meeting Started: 10.30 am

|  |  |
| --- | --- |
|  | 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 Outline plan for upcoming week  Recapped what each member has done for week, and what is their plan for the next week.  1.3 Next meeting commence time  Organised a client meeting next week for project demonstration so far | All       All         All |

Meeting Closed: 11:00 am