**CITS3200 Team 06**

**Minutes of Meeting 4 held on August 8, 2025 (with Client)**

**Location**: UWA Cumpus

**Present**: Chris Chandra, Jeet Vora, Pranav Rajput, Taku Mukwekwezeke, Takumi Iizuka, Tahjeeb Tajwar

**Absentee**: None

**Meeting Started**: 1:00pm

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| * 1. **Agenda** * Review what was discussed in the client meeting * Discuss feasibility * Confirm Sprint 1 allocation * Confirm deadlines for each task   **4.2 Summary of Discussions** | |
| * The Reviewed the key points and requirements gathered from the client meeting. * Assessed the feasibility of implementing the requested features within the given timeline. * Finalised Sprint 1 task allocation, assigning responsibilities to each team member. * Confirmed deadlines for all Sprint 1 tasks to ensure on-time delivery.requirements discussed   **4.3 To Do**   * Work on Sprint1: ALL * Check the proposal with each other   **4.4 Date of Next Meeting**   * Friday 15 August   Meeting Closed: 1:30pm |

Minute taker: Takumi Iizuka