**CITS3200 Team 06**

**Minutes of Meeting 2 held on August 6, 2025 (with mentor)**

**Location**: Online (Teams)

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

**Absentee**: None

**Meeting Started**: 5:30pm

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| * 1. **Agenda** * Project overview (brief explanation to mentor) * Self-introductions by team members * Preparation for upcoming client meeting * Discussion on appropriate questions to ask the client * Planning follow-up actions after client meeting   **2.2 Summary of Discussions** | |
| * The team presented a **high-level explanation** of the project to the mentor. * Each member gave a **brief self-introduction**, outlining their role or background. * The team **sought advice from the mentor** on what kind of questions to ask in the initial client meeting. * It was agreed that after the **client meeting is completed**, the team will **report more detailed project requirements** to the mentor in the **next mentor meeting**.   **2.3 To Do**   * Work on Sprint1: ALL * Prepare for the client meeting: ALL   **2.4 Date of Next Meeting**   * Friday 08 August ( meeting with the client)   Meeting Closed: 6:00pm |

Minute taker: Takumi Iizuka