**CITS3200 Team 06**

**Minutes of Meeting 1 held on August 1, 2025**

**Location**: Online (Teams)

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

**Absentee**: None

**Meeting Started**: 4:00pm

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| * 1. **Agenda** * Confirm project overview * Consider how to proceed Phase 1 * Determine role assignments * Document/GitHub sharing settings | |
| * 1. **Decisions** * Project Overview: Requirements Definition - Phase 1 * Project Manager (Phase 1) : Takumi Iizuka   1.3 **To Do**   * Contacting the Client – Takumi Iizuka * Contact the mentor and schedule a meeting. – Takumi Iizuka * Determining the Approach)   + (Everyone writes a proposal and then at the next meeting we combine the best parts into one.) - ALL * Shared Document (MS Word Template Creation) - Pranav Rajput * GitHub Repository `CITS3200\_06` Configuration – Takumi Iizuka   1.4 **Date of Next Meeting**   * Monday 04 August     Meeting Closed: 5:00pm |