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**PROJECT :** *Conservation of the Natural World Project*  
**CLIENT :** *National Zoo and Aquarium, Canberra, ACT*

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## MINUTES OF MEETING

**DATE** 2<sup>nd</sup> October 2018  
**TIME** 12:30 pm – 02:00 pm  
**VENUE** Chifley Library Building, Acton Campus, ANU  
**ATTENDANCE** John Citizen, Tom Smith, Jane Doe and Joe Schmoe

## AGENDA

1. Develop technical solutions
2. Prepare presentation for the client meeting
3. Divide responsibilities for developing the online repository

## DISCUSSIONS

1. John and Jane shared the tutor's feedback about the current solutions and his suggestions to develop an engineering solution.
2. The group ideated for technical solutions and decided on two proposals:
  - Interactive Augmented Reality (AR) billboard outside the zoo in a crowded place like City Centre where people can interact with the animals whose prototypes shall be based on live activity in the zoo.
  - Interactive Augmented Reality (AR) treasure hunt game based on zoo locations involving animal conservation based questions and messages.
3. The group prepared a PowerPoint presentation to present the solutions for the client meeting
4. The group then discussed and divided the tasks for developing the online repository

## ACTION

1. Prepare questions for the client meeting (Owner: Everyone)
2. Prepare Gantt chart (Owner: Tom)
3. Make the company logo (Owner: Joe)
4. Prepare change order documents (Owner: Jane)
5. Prepare value proposition canvas (Owner: John)
6. Format minutes of meeting documents (Owner: Tom)

## NEXT MEETING

**Date :** 3<sup>rd</sup> October 2018  
**Venue :** Brian Anderson Building, Acton Campus, ANU  
**Time :** 12:30 – 13:00  
**Agenda :** Client meeting