

# MEETING MINUTES

## *Mentor Kickoff Meeting*

**LOCATION:** WT Level 7, AUT, City Campus

**DATE:** 07/03/2018

**TIME:** 13:00 - 13:30

**ATTENDEES:** Tristan Kells, Junha Yu, Kenneth Johnson

## Agenda Items

- Discussed details around project, agreed to send Kenneth team schedule before the end of the day, to help organise a meeting with the client.
- Agreed to create digital copies of our work logs for mentor review.
- Will try to submit draft before the end of next week to get feedback. Need to await client meeting to determine proposal timeframe and if this is feasible.

### Action items

### Owner(s)

### Deadline

### Status

Send Team Schedule  
to Kenneth

Tristan Kells

07/03/2018

Complete