**Subject:** Team Meeting 2

**Project Name:** USYD-10A

Facilitator: Strong Compute

**Prepared by:** Jason

**Mode:** remote(zoom meeting)

**Date:** 11 August

**Time:** 20:00 ~20:30

**Attendees:** Alan Chen, Nuo Chen, Jiaxin Liu, Ehab EI Cheikh, Helen Liu, Wei Zhang, Blackhole Wang, Sulayman Sindhu

**Absent:** None

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| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | 1. Draft the GROUP CONTRACT W2-5 |  | All team members |  |
| 2 | What is in progress? | 1. Get Familiar with your assigned PROJECT 2. Deed Poll |  | All team members |  |
| 3 | What is working well? |  |  |  |  |
| 4 | What needs improvement? |  |  |  |  |
| 5 | Reminders | Tasks due on 15th Aug – Upload onto Canvas > Assignment   * Week 3 Project Plan & Roles Allocation Presentation * Group Contract Week2-5 * Scope Statement * Deed Poll |  | All team members |  |
| 6 | What needs to be completed before the next meeting? | * Deed Poll * Group Contract Week2-5 |  | All team members |  |
| … | ….. |  |  |  |  |