**Subject:** Team Meeting 1

**Project Name:** USYD-10A

Facilitator: Strong Compute

**Prepared by:** Jason

**Mode:** remote (zoom meeting)

**Date:** 16th August

**Time:** 15:30 ~17:00

**Attendees:** Alan Chen, Nuo Chen, Jiaxin Liu, Helen Liu, Wei Zhang, Blackhole Wang

**Absent:** Sulayman Sindhu, Ehab EI Cheikh

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| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | 1. Wiki Page 2. Set up slack 3. Set up bitbucket |  | All team members |  |
| 2 | What is in progress? | 1. Web framework 2. get familiar with Elixir 3. get familiar with Phoenix LiveView |  | All team members |  |
| 3 | What is working well? | Web framework |  |  |  |
| 4 | What needs improvement? |  |  |  |  |
| 5 | Reminders | Next Client meeting date: Aug 18 14:30~14:40 |  | All team members |  |
| 6 | What needs to be completed before the next meeting? | Prototype of web framework |  | All team members |  |
| … | ….. |  |  |  |  |