**Subject:** Tutorial Meeting 3

**Project Name:** USYD-10A

Facilitator: Strong Compute

**Prepared by:** Strong Compute(Tim, Cian, Henry) & Team USYD-10A

**Mode:** Zoom

**Date:** 25th August

**Time:** 12:00 ~ 14:00

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

**Absent:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Agenda Item** | **Description/ Comments** | **Decision/Action** | **Who?** | **Items for escalation** |
| **1** | What has been completed? | 1. Questions to ask the client that may be useful provided by the tutor 2. Update the project progress to make sure that everything goes well | Ask these questions on the coming client meeting | Jason Liu,  Alan Chen | / |
| **…** | ….. |  |  |  |  |