**Subject:** Team Meeting 2

**Project Name:** UG-USYD-10: Strong Advanced Data Centre - SOFTENG/COMPSCI

Facilitator: Strong Compute

**Prepared by:** Jason Liu

**Mode:** remote (discord)

**Date:** 11 August, 15 August

**Time:** 20:00 ~20:30, 15:30 ~17:30

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

**Absent:** Sulayman Sindhu

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| **#** | **Agenda Item** | **Description/ Comments** | **Decision/Action** | **Who?** | **Items for escalation** |
| **1** | What has been completed? | 1. GROUP CONTRACT W2-5 2. Deed Poll |  | All team members |  |
| **2** | What is in progress? | 1. Week 3 presentation slides 2. Get Familiar with your assigned PROJECT |  | 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? | * Week 3 Project Plan & Roles Allocation Presentation slides |  | All team members |  |
| **…** | ….. |  |  |  |  |