**Subject:** Team meeting 4

**Project Name:** USYD-10A

Facilitator: Strong Compute

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

**Mode:** remote(zoom)

**Date:** 04th September

**Time:** 8:00-9:00

**Attendees:** Nuo Chen, Jiaxin Liu, Helen Liu, Wei Zhang, Ehab EI Cheikh, Alan Chen, 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? | / | / | / | / |
| 2 | What is in progress? | Reports/finalizing MVPs | / | All | / |
| 3 | What is working well? | Team communication is good | / | All | / |
| 4 | What needs improvement? |  |  |  |  |
| 5 | Reminders | 1. Presenting MVP’s next week |  | All |  |
| 6 | What needs to be completed before the next meeting? | Prepare the slides that provides a summary of what happened and any update. (A slide is mandatory at each meeting) |  |  |  |
| … | ….. |  |  |  |  |