**Subject:** Team meeting 5

**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) |  |  |  |
| **…** | ….. |  |  |  |  |