[Group 3] meeting minutes – Week [2]

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| Location: | CDU - Casuarina campus library |
| Date: | 15 Mar 2023 |
| Time: | 14.30 – 16.00 |
| Attendees: | All members |

# Discussion Point

1. Greetings
2. Discuss and finalize the group contract.
3. Discuss about all the unit assessment.
4. How to cooperate in a team.
5. How to organize the meeting and contribution

# Action to be completed before the next meeting

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Brainstorm about business case  Clear all the requirements of 2nd assignment  Clearly understand the marking rubics | All team members  All team members  All team members | 22 Mar 2023  22 Mar 2023  22 Mar 2023 | In Progress  Done  Done |

# Next meeting time and venue

Date: CDU - Casuarina campus library

Time: 22 March 2023  
Venue: 18.30 – 19.30