

# **Group Name/Group Code** (KidneyA1)

**Meeting minutes &  
Action point slides**

**Date: 27/03/2022 (Week 5)**



# Meeting minutes

*Date and time of meeting: 3.21 9:00am*

*Team members present: Xuening Ni, Qinlin (Alistair) Gu, Sicong Liu, Yuye(Giri) Zhou*

## AGENDA

Item	Discussion (you can refer to previous slides)	Actions (who) – action points for next week
Communication Platform	WeChat	
Collaboration Platform	<a href="#">Github</a>	
Team Charter	Successfully created <a href="#">one</a>	
Performance Objective	Aiming for HD	
First Time Meeting	Getting to know each other	

*Next meeting date and time: 3.28 9:00am*

*Group member responsible for finalising/submitting minutes: Qinlin Gu*

*To be posted on the CANVAS Individual group website*