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| CIRPAE Team Meeting | May15th, 20237:23 PM – 7:47:PMSwinburne: ONLINE, MICROSOFT TEAMS |

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| Meeting called by: | Aidhan | Type of meeting: | Team Meeting |
| Chair: Aidhan |  | Note taker: Aidhan |  |

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| Attendees: | Aidhan, Zahin Thomas, Huy, Numil, Habib |  |
| Apologies |  |  |

# Minutes

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| Agenda item: | Allocation of Final tasks | Presenter: | N/A |

#### Discussion:

#### Who is to take part in writing the script for the presentation?

#### How do we want the script to be organized and formatted?

#### What template should we follow, and should we wait for the User Guide?

#### Who is to take part in finalizing the custom knowledge Database?

#### When can we expect it completed by?

#### Who is to write the User Guide?

#### When should we expect it by, and should it be incorporated in the presentation?

#### Conclusions:

* Update Jira and alter certain aspects, the Board to match completed topics.
* Ask Naveed on:
  + Video
  + Structure of Script
  + Feedback for all documents.

| Action items | Person responsible | Deadline |
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| * N/A |  |  |
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