FIT5120 - Meeting Minutes

Team Name: SUPER NINJA

Meeting NO: 01
Location: Building B
Attending: Ram, Jizhou Wang, Songnan Lin, Lu Chen
Apologies:
Meeting start time: 2:00pm-3:00pm, 01/08/2018

Matters arising from Previous minutes: YES   NO

Issue raised from previous minutes	Discussion	Outcome (resolved?)

Confirmation of minutes from last meeting: YES   NO

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name & Timeline
Introduction	Each team member introduced themselves, including skills, strength and weakness	Decided each team member's responsibility.	Team members interview each other, and take notes for the information
Discuss the project topic	Talk about the idea and opinion of project	We did not make a clear idea for our project	Each team members are asked to find the dataset for our idea, and consider more good idea
Discuss the communication tool and change the contact number	Considered many different communication tools, and team member had different opinion	What's app and slack had been considered by our team	Change the contact numbers and join the group

Actions in brief: finish the introduction and interviews, discuss the project idea and communication tools.

Meeting closed at: 3pm

Next Meeting time, date and location: 06/08/2018, Building C, 2pm.