

FIT5120 - Meeting Minutes

Team Name: SUPER NINJA

Meeting NO: 03

Location: Building C

Attending: Ram, Jizhou Wang, Songnan Lin, Lu Chen

Apologies:

Meeting start time: 2:00pm-5:00pm, 13/08/2018

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
Discuss and collecting the proposal, and submitted it to Mahara	Each team member finished their own parts of the project proposal, and collected all parts together. After finished, we submitted it to Mahara page	All team member finished the project proposal, and satisfied with the final document	Everyone completed and checked their own part of proposal, and submitted the document together
Continue to discuss the website functions	Based on previous discussion, we continued to consider some functions of the website	All members got common decisions for the functions, and decided there are four parts of functions in the website	All team members considered and give their idea about the website functions, and gave feedback for other members' idea
Prepare the power point for presentation	Based on the project proposal, all team members prepared for the presentation, and made the power point together	Completed the power point slides	Each team member took responsibility for preparing one part of the presentation and making power point slides

Actions in brief: done with project proposal, website function discussion, power point making

Meeting closed at: 5pm

Next Meeting time, date and location: 22/08/2018, Building C, 2pm.