# Meeting minutes

## Call to order

A meeting of Team 23 was held online through Skype on 26/08/19. All members present.

## Approval of minutes

As per Team Charter, minutes were recorded this week by Rozalind Bourke.

## Reports

Roz is having issues with her coding. Agreed to continue working on it and submit what is had. Reviewers are aware that work wont meet requirements and if they have time will check the code, otherwise will just check that it is still working with other code after submission.

Discussion on guidelines. Agreed to add to our current set of guidelines. Comment about be aware of spacing in brackets.

Justin has posted schedule of merge order. This was agreed by all.

Justin is near complete and hoping to request review in next 24 hours.

Abishek close to complete.

Roz – not up to scratch.

Abishek is away next week. Skype to be used for communication and meeting will be called if needed.