**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 7/5/18 | 7-8pm | Discord |

**Members Present:**

|  |  |
| --- | --- |
| Member Name | Present |
| James Uprichard | Yes |
| Michael Bell | No |
| Emily-Jane Deering | Yes |
| John Santias | Yes |

**Decisions:**

* **Group ticked off story 11 and story 3 as complete**
* **Could not decide on how to get statistics sorted, would need more tools important to get it working properly working. Development team came up with google analytics. Product owner decided to import google analytics on the website.**

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Statistics | 13 May |
| James Uprichard | Hiring instruments | 13 May |
| Michael Bell | Contacting the teacher | 13 May |
| John Santias | Create sprint 2 tasks, cancellation/rescheduling lessons and viewing lessons types | 13 May |

**Project Progress:**

|  |  |  |
| --- | --- | --- |
| Project Component | Status of Component | Delivery Date |
| Contacting the school | Completed | 7 May |
| Admin controls | Completed | 7 May |
| Viewing lesson types | Incomplete | 13 May |
| Cancellation/Rescheduling lessons | Incomplete | 13 May |
| Hiring instruments | Incomplete | 13 May |
| Statistics | Incomplete | 13 May |
| Contacting Teacher | Incomplete | 13 May |

There were no reported issues during this meeting.