**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**

**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.