**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 11/5/18 | 11-1pm | Discord |

**Members Present:**

|  |  |
| --- | --- |
| Member Name | Present |
| James Uprichard | Yes |
| Michael Bell | Yes |
| Emily-Jane Deering | Yes |
| John Santias | Yes |

**Decisions:**

* **Move hiring instruments page to the private side**
* **Fix up footers for each web page, some footers are missing.**

**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 |

**Project Progress:**

|  |  |  |
| --- | --- | --- |
| Project Component | Status of Component | Delivery Date |
| Contacting the school | Completed | 7 May |
| Admin controls | Completed | 7 May |
| Viewing lesson types | Complete | 11 May |
| Cancellation/Rescheduling lessons | Complete | 11 May |
| Hiring instruments | Incomplete | 13 May |
| Statistics | Incomplete | 13 May |
| Contacting Teacher | Incomplete | 13 May |

There were no reported issues during this meeting.