**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 14/5/18 | 9-10pm | Discord |

**Members Present:**

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

**Decisions:**

* **Remove the contact teacher on the navigation bar and move it to the dashboard instead.**
* **Product owner wants the team make the navigation bar simpler and make ease of use better. Maybe move the logout button to the bottom of the page or try to simplify the navigation bar.**
* **Michael to get story 17 from release 3 and complete it.**

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Statistics | 16 May |
| James Uprichard | Hiring instruments | 16 May |
| Michael Bell | Customer review | 16 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 |
| Contacting Teacher | Complete | 14 May |
| Hiring instruments | Incomplete | 13 May |
| Statistics | Incomplete | 13 May |
| Customer review | Incomplete | 14 May |

There were no reported issues during this meeting.