**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 16/5/18 | 1-3pm | Workshop |

**Members Present:**

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

**Decisions:**

* **John to auto fill teachers in to database.**
* **Members to work on assigned tasks**
* **Simplify nav bar**
* **John to help out James with database for user story 2.**
* **User story 17 and 18 moved from release 3 to release 2 to be completed asap.**

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Reaching out | 16 May |
| James Uprichard | Hiring instruments | 16 May |
| Michael Bell | Customer review | 16 May |
| John Santias | Hiring instruments database | 20 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 |
| Statistics | Complete | 16 May |
| Hiring instruments | Incomplete | 13 May |
| Customer review | Incomplete | 18 May |
| Reaching out | Incomplete | 20 May |

There were no reported issues during this meeting.