**Action Minutes Author: John Santias**

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

**Members Present:**

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

**Decisions:**

* **Each team member to start writing the retrospective.**
* **Continue working on tasks**

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Reaching out | 21 May |
| James Uprichard | Hiring instruments | 21 May |
| Michael Bell | Customer review | 21 May |
| John Santias | Hiring instruments database | 21 May |
| James uprichard & Michael Bell | User testing | 23 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 | 21 May |

There were no reported issues during this meeting.