**Action Minutes Author: John Santias**

|  |  |  |
| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 21/5/18 | 8pm | Discord |

**Members Present:**

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

**Decisions:**

* **Emily to complete user story 18 asap.**
* **James & Michael to get user stories done asap.**
* **Polish website, fix grammar/spelling errors.**

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Reaching out | 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 | Complete | 21 May |
| Customer review | Complete | 21 May |
| Reaching out | Incomplete | 21 May |
| User Testing | Incomplete | 23 May |

There were no reported issues during this meeting.