Meeting Minutes

|  |  |
| --- | --- |
| Date | Time |
| 06/04/23 | 14:30 |

|  |  |
| --- | --- |
| Location: | Teams |
| Meeting Type: | Weekly Meeting |
| Team Lead: | Carly Turner |
| Note Taker: | Carly Turner |

|  |  |  |
| --- | --- | --- |
| Attendance | | |
| Present: | Turner | Carly |
|  | Singh | Manjeet |
| Non-Attendance: | Clark | Vanessa |
|  | Bukhari | Musharaf |
|  | Mahmood | Dawood |
|  | Tahir | Fasiha |

Topics Discussed:

1. Roles
2. Timeline of Project

Action Items:

|  |  |  |
| --- | --- | --- |
| Id | Items | Owner and Date |
| 1 | Begin Data Analytics | Fasiha Tahir  By 12.04.23 |
| 2 | Begin Software Development | Vanessa Clark  By 12.04.23 |
| 3 | Explain roles | Carly Turner  By 12.04.23 |