Meeting Minutes

| Date | Time |
| --- | --- |
| 19/04/23 | 14:30 |

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

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

Topics Discussed:

1. Roles
2. Specs of software

Action Items:

| Id | Items | Owner and Date |
| --- | --- | --- |
| 1 | Begin Data Exploration and Visualisation | Manjeet Singh  By 27.04.23 |
| 2 | Complete Software Development | Vanessa Clark  By 23.04.23 |
| 3 | Check in with current roles | Carly Turner  By 27.04.23 |