# ACME Entertainment Pty Ltd

## Meeting Minutes

|  |  |
| --- | --- |
| Present: | Jayden Lee, Daniel Hee, Tze Hon |
| Date | Time: | 3 December 2019, 11:30 AM |

1. Purpose of this meeting

This is an internal meeting between the team members. The purpose of this meeting is to identify the project parameters and allocate work to each team member.

1. Team Member#1 – Daniel Hee

This team member will have the following roles:

* Present Project Handover to the Client
* Provide a Software Review Plan
* Provide Comment on Code and Code Modularity
* Provide Project Management Plan

1. Team Member#2 – Jayden Lee

This team member will have the following roles:

* Present Project Handover to the Client
* Provide a Software Review Plan
* Provide Software Testing Plan

1. Team Member#3 – Tze Yee Hon

This team member will have the following roles:

* Present Project Handover to the Client
* Provide a Software Review Plan
* Provide full term of acronyms found in any report