# ACME Entertainment Pty Ltd

## Meeting Minutes

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| Present: | Jayden Lee, Daniel Hee, Tze Hon |
| Date | Time: | 5 November 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 Sprint One to the Client
* Provide a Report regarding the Multi-Platform which are Responsive and Adaptive Web Design
* Cascading Sheet Styles (CSS) Formatting for the site after deciding which types of web design to implement
* Provide Comment on Code and Code Modularity

1. Team Member#2 – Jayden Lee

This team member will have the following roles:

* Provide a project management plan for our project
* Cascading Sheet Styles (CSS) Formatting for the site after deciding which types of web design to implement
* Provide a Software Development Testing Plan which includes the Quality Assurance standards of CITE
* Provide full term of acronyms found in any report

1. Team Member#3 – Tze Yee Hon

This team member will have the following roles:

* Provide an analysis report
* Cascading Sheet Styles (CSS) Formatting for the site after deciding which types of web design to implement
* Format Template or Report’s fonts, sizes, heading, Table of Contents, etc