# ACME Entertainment Pty Ltd

## Meeting Minutes

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| Present: | Jayden Lee, Daniel Hee, Tze Hon |
| Date | Time: | 12 November 2019, 3:00 PM |

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:

* Update Project Management Plan
* Provide a Software Review Plan
* Provide help to Team Member Tze during development period
* Format Template or Report’s fonts, sizes, heading, Table of Contents, etc
* Provide Comment on Code

1. Team Member#2 – Jayden Lee

This team member will have the following roles:

* Provide help to Team Member Tze during development period
* Update Software Development Testing Plan
* Update Master Documentation
* Provide full term of acronyms found in any report
* Provide Comment on Code

1. Team Member#3 – Tze Yee Hon

This team will have the following roles:

* Provide a Performance Report
* Develop the project based on the requirement
* CSS Formatting
* Provide Comment on Code
* Presenting Sprint Two