Meeting Minutes

Meeting Minutes for Project Handover

Location : Murdoch T101 Office

Date : 26th November 2020

Time : 12:00 p.m.

# Meeting Minutes

Items discussed during team meeting for project handover

## Agenda Items

1. Discuss handover requirements
2. Allocate tasks:
   * Update GitHub repository
   * Update project plan
   * Update software review plan
   * Update website according to client requirements
   * Finalise documentation (update master document)

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| --- | --- | --- | --- |
| Action Items | Owner(s) | Deadline | Status |
| Update GitHub repository | Daniel | 26/11/2020 | Complete |
| Update Project Plan | Team | 26/11/2020 | Complete |
| Update Software Review Plan | Swen | 27/11/2020 | In Progress |
| Update Website | Lisa | 30/11/2020 | In Progress |
| Finalise Documentation | Swen | 02/12/2020 | Pending |