Meeting Minutes

Meeting Minutes for Sprint Two

Location : Murdoch T101 Office

Date : 12th November 2020

Time : 12:00 p.m.

# Meeting Minutes

Items discussed during team meeting in sprint two

## Agenda Items

1. Discuss software review plan
2. Discuss client requirements
3. Allocate tasks:
   * Update GitHub repository
   * Update project management plan
   * Develop performance report
   * Develop software review plan
   * Update software testing 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 | 12/11/2020 | Complete |
| Update Project Plan | Team | 12/11/2020 | Complete |
| Performance Report | Swen | 18/11/2020 | In Progress |
| Software Review Plan | Lisa | 18/11/2020 | In Progress |
| Update Software Testing Plan | Daniel | 18/11/2020 | In Progress |
| Update Website | Daniel | 18/11/2020 | In Progress |
| Finalise Documentation | Swen | 18/11/2020 | Pending |