Meeting Minutes

Meeting Minutes for Sprint Three

Location : Murdoch T101 Office

Date : 19th November 2020

Time : 12:00 p.m.

# Meeting Minutes

Items discussed during team meeting in sprint three

## Agenda Items

1. Discuss client requirements
2. Confirm requirements with client
3. Allocate tasks:
   * Update GitHub repository
   * Update project plan
   * Develop software testing plan
   * Develop optimisation report
   * 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 | 19/11/2020 | Complete |
| Update Project Plan | Team | 19/11/2020 | Complete |
| Optimisation Report | Lisa | 25/11/2020 | In Progress |
| Update Software Testing Plan | Swen | 25/11/2020 | In Progress |
| Update Website | Daniel | 25/11/2020 | In Progress |
| Finalise Documentation | Swen | 25/11/2020 | Pending |