**TEAM ELLJAM**

# Company/Department name

# Meeting minutes

**Location**: Room T101  
**Date**: 12/10/2021  
**Attendees**: Ellena Begg, James Boyd  
**Time**: **9:00am**

1. Call to order

Ellena Begg called to order the regular meeting of the Team Elljam at 9:00am on 12/10/2021 in Room T101.

1. Roll call

Elllena Begg conducted a roll call. The following persons were present: Ellena Begg, James Boyd

1. Open issues
   1. Finalise documentation for sign-off
   2. Redesign Microsoft Forms application to add new functionality
   3. Implement code for new Sprint 2 maths and search functions
   4. Test code
   5. Add appropriate error trapping, comments, user messages
2. Adjournment

Ellena Begg adjourned the meeting at 9:15am.

Minutes submitted by: Ellena Begg

Minutes approved by: James Boyd