

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	5 th Meeting		
DATE OF MEETING	8 th Nov 2022 Tuesday	TIME OF MEETING	5 PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Minnie
NOTE TAKER	Minnie	APPROVED BY	
POSTED ON	MS TEAMS		

MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan	
Yumna Rashid		

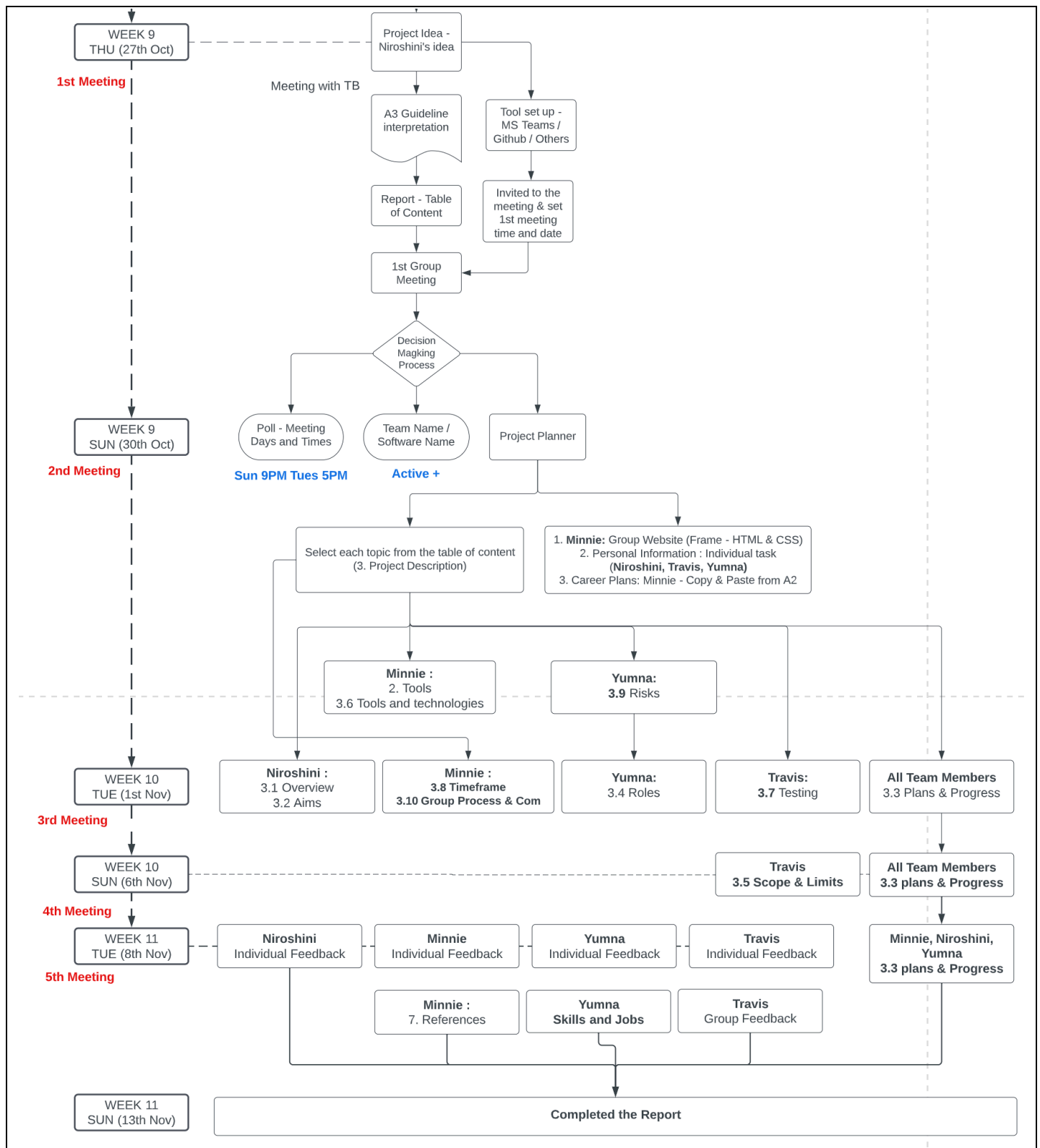
OPEN AGENDA

ITEMS	ALLOCATED TO	PROGRESS
Group Website on Github <ul style="list-style-type: none"> ➤ All team members are updated their details ➤ Details around the html and css 	Minnie	Completed 90% completion
Delegated tasks		Completed

NEW AGENDA

ITEMS	ALLOCATED TO	DUE DATE
Plans & Progress <ul style="list-style-type: none"> ➤ Niroshini and Minnie ➤ Niroshini finished first part. ➤ Minnie will do the technical part of the plan and progress ➤ Yumna will do the conclusion. 	Yumna Minnie Niroshini	Before the Sunday Meeting
Scope & Limits	Travis	Next Meeting
Skills and Jobs	Yumna	Next Meeting
Group Reflection <ul style="list-style-type: none"> ➤ Individual 200 words ➤ Group reflection 400 words 	Individual Yumna	Next Meeting

NOTES



NEXT MEETING

DATE	13 th Nov 2022	TIME	9 PM AEST
OBJECTIVES			