# Actions 08/11/2021

Attendees:

* Colin Stock: s3922272
* Gesina Sands: s3921234
* Liane Wong: s3923671
* Michail Christofis: s3923089
* Samuel Saad: s3922640
* Tai Tran: s3918375

**Item 1 (15 mintues)**

* **Everyone’s update (is anyone late on anything)**
* **written and edits will be done by end of the week**
* **Colin –** Script in today (still needs improving but wants feedback first) Recipes are done.
* **Sam –** Is on track with Skills and Jobs and Aims as well as Back End Tools and Technology
* **Gesina –** Finalised Testing, Risks, Plans and Progress, Onboarding form.
* **Tai – Not in Attendance**
* **Liane -**Team Profile finalised tonight (checking everything is 3rd person), Front-End Tools and Technologies document is almost finalised (Sam). Group reflection paragraphs done by Thursday. Uploading to GitHub this weekend. Reviewing with Gesina.
* **Michail –** Michail has finished entire website and added functionality.
* **Gesina and Liane sorry if I am re asking this but when should we expect to start putting our work on the website**
* **Group reflection this should be due by end of this week as well?**

**Item 2 (10 minutes)**

* **With the script split up and expanded I would like everyone to take a look and see if it needs further improvement.** Edit/Look at Script everyone recordings by Thursday.
* **When would we like to have the presentation done by I was thinking next Monday if thats possible**

**Open Issues (10 minutes)**

**Does anyone have any issues or need any help with anything?**

**Reviewing Tasks**

**Recap by Gesina to allow everyone to know exactly what everyone is doing.**

**Minutes submitted by: Gesina Sands**

**Minutes approved by:**