Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 10

## Meeting Details

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| Date: | 08/09/20 |
| Venue: | MS Teams |
| Attendees: | Angela Alviano  William Guida  Su-Kuen Koh  Alin Cimpean  Sachin Pathiyan Cherumanal |
| Apologies: | N/A |

## Information / Decisions

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| No. | Item |
| 1 | Sachin provided feedback for milestone 1 outlining reasons for our marks |
| 2 | Meeting minutes need to be more thorough (action plans, greater detail, etc) |
| 3 | Must include code commenting within our project |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | We discussed our feedback from milestone 1 and how we can use that feedback to improve on our milestone 2. | Team | Next meeting with Sachin |
| 2 | Our action items on our meeting need to be more descriptive, if there is a blocker then we note down how we overcome that blocker. | Team | 15/09/2020 |
| 3 | We need to effectively comment on our code so it is easier to comprehend and clearly outlines the purpose so that if someone who is not on our team needs to look at the code they are able to easily understand it. | Team | 15/09/2020 |