# Meeting Minutes

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| *Team SMP* | |
| **Date/Time:** | *April 25, 2019* |
| **Type:** | *Team Meeting* |
| **Minute Taker**: | *Harman Minhas* |
| **Attendees:** | *Henry, Harman, John, Oliver* |
| **Regrets:** | *n/a* |

## Notes:

After meeting with the client, Reese, the team was able to compile a list of tasks that we will be working on for the duration of COMP 4900. The team has divided up the tasks and will be working on individual tasks for the next 3 weeks.

## Action Items:

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| **Owner** | **Description** | **Completion Date** | **Status** |
| *Everyone* | *Documentation, Research* | *April 27* | *completed* |
| *Harman* | *Documentation, Research, start on assigned tasks (changing promotion for businesses)* | *April 27* | *completed* |
| Henry | *Documentation, Research, start on assigned tasks(set up the S3 server)* | *April 27* | *Completed* |
| Oliver | *Documentation, Research, start on assigned tasks (implement tiers for user point, set toggle for points, alter algorithm)* | *April 27* | *Completed* |
| John | *Documentation, Research,, start on assigned tasks(add address to business objects, implement preferred businesses)* | *April 27* | *completed* |