# Meeting Minutes

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| *Team SP* | |
| **Date/Time:** | *April 3, 2019* |
| **Type:** | *Team Meeting* |
| **Minute Taker**: | *Harman Minhas* |
| **Attendees:** | *Henry, Harman, John, Oliver* |
| **Regrets:** | *n/a* |

## Notes:

* We discussed how we have completed almost everything that we set out to finish for this week. The only remaining tasks are bug fixes for promotions, analytics, and settings. The last big feature left (other than any machine learning that we may do) is the app administrator, which the team will aim to complete on Monday, May 6.

## Action Items:

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| **Owner** | **Description** | **Completion Date** | **Status** |
| *Everyone* | *Documentation, Research* | *May 4* | *completed* |
| *Harman* | *finish assigned tasks (changing promotion for businesses), adding search* | *May 3* | *completed* |
| Henry | *start on assigned tasks(set up the S3 server), change DB structure + php scripts where necessary (promotions, settings, analytics)* | *May 3* | *Completed* |
| Oliver | *Finish assigned tasks (implement tiers for user point, set toggle for points, alter algorithm)* | *April 27* | *Completed* |
| John | *Finish assigned tasks(add address to business objects, implement preferred businesses)* | *April 27* | *Completed* |
| Harman | *Edit functionality bug for promotions, kpi for app admin* | *May 6* | *Open* |
| Henry | *Backend changes to DB for add admin* | *May 6* | *Open* |
| Oliver | *Setup App admin* | *May 6* | *Open* |
| John | *Setup App admin* | *May 6* | *Open* |
| Everyone | *Any bug fixes that have not been completed for their assigned tasks* | *May 7* | *Open* |