# Meeting Minutes

|  |  |
| --- | --- |
| SMP | |
| **Date/Time:** | June 01, 2019 |
| **Type:** | Client |
| **Minute Taker**: | Oliver Jang |
| **Attendees:** | Reese Williams, Harman Minhas, Oliver Jang, John Hoang, Henry Jiang |
| **Regrets:** |  |

## Notes:

* No in person meeting was held, the following notes were taken from a conversation through messages
* No meeting will be held this week as we have been continuing work as per planned, Reese will review and approve the work upon the next meeting
* We will need a meeting when user manuals have been completed or are very close to completion to ensure that they our satisfactory for Reese

## Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| **Owner** | **Description** | **Completion Date** | **Status** |
| Everyone | Split up work between team members | April 26, 2019 | Completed |
| John Hoang | Plan a meeting to go over documentation with Reese within the next week | June 07, 2019 | In Progress |
|  |  |  |  |