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| Team Meeting |

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| 8/11/20 | 10:30am – 11:30am | From home via Zoom |

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| Meeting called by | Reece Pieri |
| Type of meeting | Team meeting |
| Note taker | Reece Pieri |
| Timekeeper | Reece Pieri |
| Attendees | Reece Pieri  Rico Imbang  Say Hon Lee |

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| Update on Documentation Progress |

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| Conclusions | Reece’s Multi-platform Report complete.  Rico’s Analysis Report complete.  Say Hon almost done with Software Testing Plan.  Worked out “Testing Tools” definition in Software Testing Plan |

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| Website Prototype Progress Update |

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| Conclusions | Reece demonstrated two different website designs.  Team decided to use original design due to time constraints.  Minor touchups to be added to prototype to be ready for testing. |

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| Discussed plan for Wednesday’s meeting at Rico’s house. |

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| Conclusions | Meeting at approximately 9:30am.  Finalize all documentation.  Complete Test Table.  Embed all documentation into Master Document.  Reece to give a run-through of website code. |
| Test Table template | |
| Conclusions | Reece to complete and email Test Table document to team.  Rico to draft Test Table documentation ready for Wednesday’s meeting. |