Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 27

Meeting Details

Date:	23/10/2021
Venue:	Microsoft Teams
Attendees:	Jared Song Aili Gong Alexander Aloi Shannon Dann Carl Karama
Apologies:	N/A

Information / Decisions

No.	Item
1	Submit final milestone
2	Complete peer assessment
3	Complete final project report
4	Write up README for build and deployment of application
5	Make sure all documents are in pdf format

Action Items

No.	Item	Who	By
1	Complete relevant scrum documentation	Jared	23/10/2021
2	Complete relevant scrum documentation	Aili	23/10/2021
3	Complete relevant scrum documentation	Alexander	23/10/2021
4	Complete relevant scrum documentation	Shannon	23/10/2021
5	Complete relevant scrum documentation	Carl	23/10/2021