Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 27

## Meeting Details

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| --- | --- |
| 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 |