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| **Minutes (Week 11 )** | |
| **Title** | **Meeting with Client** |
| **Attendees** | **Vincent, Jesse, James, Ryan** |
| **Apologies** |  |
| **Location** | **Zoom video conference** |
| **Agenda** | **Showcase development progress of backend to client, elicit new or changing requirements from client** |
| **Decisions and Memos** | * **A form of caching would be desirable, so previously searched directories wouldn’t need to be searched again, as it may be a time-costly operation depending on how large the directories are, and how numerous the contents. Especially when performing the recursive search** |

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| **Task Check for Last Week** | | | | |
| **Task** | **Criteria** | **Who** | **Due** | **Completed (Y/N)** |
| 1 | Schedule meeting with client ASAP for backend | Back-end team | 6/10/2019 | Y |
| 2 | Implement features requested by client | Front-end | 15/10/2019 | Y |
| 3 | Optimisation of code | Front-end | 20/10/2019 | Y |
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| **New Tasks Allocation in This Week** | | | |
| **Task** | **Description** | **Who** | **Due** |
| 1 | Schedule another meeting with client | ALL | 10/10/2019 |
| 2 | Commence work on documentation | ALL | 10/10/2019 |
| 3 | Commence unit testing for front end | ALL | ASAP |
| 4 | Finalize feature set for front and back end | ALL | ASAP |
| 5 | Prepare a report and presentation for the software | ALL | 18/10/2019 |
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