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| **Minutes (Week 11 – 7/10/2019 )** | |
| **Title** | **Team Meeting** |
| **Attendees** | **ALL** |
| **Apologies** |  |
| **Location** | **Zoom** |
| **Agenda** | **Discuss progress of development, schedule integrated testing of front and back end components** |
| **Decisions and Memos** | * **Integration within coming week** * **Continue testing for the rest of week** * **Commence documentation** |

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| **Task Check for Last Week** | | | | |
| **Task** | **Criteria** | **Who** | **Due** | **Completed (Y/N)** |
| 1 | Schedule another meeting with client | ALL | 10/10/2019 | Y |
| 2 | Commence work on documentation | ALL | 10/10/2019 | Y |
| 3 | Commence unit testing for front end | ALL | ASAP | Y |
| 4 | Finalize feature set for front and back end | ALL | ASAP | Y |
| 5 | Prepare a report and presentation for the software | ALL | 18/10/2019 | N |
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| **New Tasks Allocation in This Week** | | | |
| **Task** | **Description** | **Who** | **Due** |
| 1 | Prepare a report and presentation for the software | ALL | 18/10/2019 |
| 2 | Continue Testing of front and back end | ALL | 18/10/2019 |
| 3 | Begin integrated testing of both components | ALL | 18/10/2019 |
| 4 | Complete documentation | ALL | 18/10/2019 |
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