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| **Minutes (Week 12 – 14/09/2019 )** | |
| **Title** | **Project Finalization/Wrap up** |
| **Attendees** | **ALL** |
| **Apologies** |  |
| **Location** | **Zoom Online** |
| **Agenda** | **Preparation for presentation to client**  **Last minute changes/fixes to code** |
| **Decisions and Memos** | **All documentation to be supplied on git repo before presentation**  **Need to organize a video presentation**  **Make sure both programs are thoroughly tested** |

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| **Task Check for Last Week** | | | | |
| **Task** | **Criteria** | **Who** | **Due** | **Completed (Y/N)** |
|  |  |  |  |  |
| 1 | Prepare a report and presentation for the software | ALL | 25/10/2019 | N |
| 2 | Continue Testing of front and back end | ALL | 25/10/2019 | N |
| 3 | Begin integrated testing of both components | ALL | 25/10/2019 | N |
| 4 | Complete documentation | ALL | 25/10/2019 | 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 | 25/10/2019 |
| 2 | Continue Testing of front and back end | ALL | 25/10/2019 |
| 3 | Begin integrated testing of both components | ALL | 25/10/2019 |
| 4 | Complete documentation | ALL | 25/10/2019 |
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