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| **Minutes (Week # )** | |
| **Title** | **Team meeting** |
| **Attendees** | **Jesse Hare, James Mackeown, Vincent Roberts, Richard Dobson, Ryan Sharp** |
| **Apologies** |  |
| **Location** | **Zoom Video Conference** |
| **Agenda** | **Discuss development progress** |
| **Decisions and Memos** | **Still a bit of work to do on backend**  **Front end has all core functionality implemented except the search function, which is expected to be done in the next couple of weeks** |

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| **Task Check for Last Week** | | | | |
| **Task** | **Criteria** | **Who** | **Due** | **Completed (Y/N)** |
| 1 | Schedule meeting with client | ALL | 20/09/2019 | N |
| 2 | Get all core functionality of front-end | Jesse, Ryan | 30/09/2019 | N |
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| **New Tasks Allocation in This Week** | | | |
| **Task** | **Description** | **Who** | **Due** |
| 1 | Schedule meeting with client | ALL | 20/09/2019 |
| 2 | Get all core functionality of front-end | Jesse, Ryan | 30/09/2019 |
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