Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 14

## Meeting Details

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| Date: | 17/09/2023 |
| Venue: | Discord voice channel |
| Attendees: | Keely Smith (s3898340)  Tanya Tran (s3843142)  Huy Do (s3894502)  Kevin Chen (s3780646)  Myat Theingi Nwe (Gigi) (s3963447) |
| Apologies: | Antonio Ginnakopoulos (Toni) (s3895923) |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Discussed remaining documentation that needs to be completed and assigned tasks accordingly |
| 2 | When through GitHub project to see and review pull requests, and merge things together |
| 3 | Wrapping up few loose ends before submission – code/tests/documentation/video recording |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Contribution statement & list of tasks completed | Everyone | 17/09/2023 |
| 2 | Complete remaining tasks in project board for sprint 1 | Everyone | 17/09/2023 |
| 3 | Video recording | Everyone | 17/09/2023 |