

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	26/07/2021
Venue:	Slack
Attendees:	Rashed Abdin Oliver Lukis Koswar Rahman
Apologies:	David and Dunith

Information / Decisions

No.	Item
1	Quick introductory meeting to plan on how to tackle the assignment
2	Discussion on what roles each member wants
3	Reading and going through the assignment spec
4	Deciding on a time to meet weekly for updates and help
5	Aiming for at least a distinction in this project

Action Items

No.	Item	Who	By
1	Read and discuss on how to approach the assignment	All members	Rashed
2	Share material to review basics and learn new skills	All members	All members
3	State and discuss preferences of role desired	All members	All members
4	State the duties and expectations required of each role	All members	Oliver
5	Confirm everything has been set up successfully	All members	Rashed