

**Prop Weekly Meeting Minutes 7**

**MEETING INFORMATION**

***Objective:*** update the setup document and update project plan

***Date: 23***/09/2019 ***Location:*** common area

***Start Time:*** 16:10 ***End time:*** 18:30

***Minutes Taker:*** W. G Woldeaarggiye

***Attendees:*** W.G Woldeaariggye, Fadi, Obaid, Lokesh

# ACTION ITEMS FROM PREVIOUS MEETING

updated wireframes, project plan and setup document

# Agenda items

|  |  |  |
| --- | --- | --- |
| **Nr** | **Agendas** | **Results** |
| 1 | Update a setup document | Updated setup document |
| 2 | Edit and update the project plan and set up document | Updated project plan and set up document |

**FEEDBACK FROM THE MEMEBERS**

1. Keep reading and update all documents

# REQUESTS FROM THE MEMBERS

1. Schedule a meeting for next week.
2. Divide task and responsibilities

# NEXT MEETING

* + 25-09-2019 at 14:15.
  + Location: Not specified we will search for an empty class or it’s going to be in the common area again, we will specify that in the agenda for the next meeting.

# OTHER REMARKS

* Keep working and win