

finappster Sigma Client-Meeting Minutes

Date | time: 17/08/21 3:00pm-4:00pm *Location:* WZ Café Room

Meeting called by:	All	Attendees:	Chris Stehlin, John Sangalang, Peter Scandle, Jose Santos, Barry Dowdeswell
Type of meeting:	Weekly team meeting	Please read:	N/A
Facilitator:	Chris Stehlin	Please bring:	Laptop
Note taker:	John Sangalang		
Timekeeper:	John Sangalang		

Action Items

Topic

- | | | | |
|---|---|-----|-----|
| ✓ | Post Presentation Discussion | | |
| - | First and foremost, we need to have all documentations for proposal. Moderators has given the team a chance to submit again due to miscommunication | | |
| - | Team needs to narrow down the scope and think more technically to help achieve Leanna's objective | All | N/A |
| - | Barry informed the team that the moderators believe the project is expected to be an A+ provided that we add the necessary documentation and do the development phase the right way | | |
| ✓ | Possible lockdown: | | |
| - | The team is ready to work if lockdown were to happen as Barry and Leanna have experience this last year. | All | N/A |
| - | If there is no lockdown, the team will meet with Leanna this Friday and additionally meet with Barry in a separate time to work on our scope and proposal to submit to Alan | | |

Other Information

Observers: N/A

Resources: N/A

Special notes: N/A