

## **Meeting 1 Agenda**

**Date:** 19/04/19

**Time:** 8:30 pm

**Agenda items:**

1. Re evaluate meetings frequency
2. Work Items (Iteration Plan)
3. Finote (how do I make an account)
4. Project folder structure (android project requirements)
5. Deliverable items in Trello (9 in outline only 2 mentioned in Trello)

**Action Item:**

1. Join finnote and connect to projects bug tracking
2. Research android project requirements
3. Merge procedure

**Notes:**

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## **Meeting 1 Minutes**

**Date:** 19/04/19

**Time:** 8:30 pm

**Attendees:** Jasmine, Conrad, Michael, Elias

### **Agenda Items Outcome:**

1. Keep weekly meetings, tues 8:30.
2. Email in "get started" to make fin notes
3. Michael will R&D project structure requirements
- 4.

### **Notes on Action Items:**

- 1.

## **Meeting 2 Agenda**

**Date:** 23/04/19

**Time:** 8:30 pm

**Agenda items:**

1. Overview of the progress made for the implementation of both the Conversion and Log Managers.
- 2.

**Action Item:**

- 1.

**Notes:**

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## **Meeting 2 Minutes**

**Date:** 23/04/19

**Time:** 8:30 pm

**Attendees:** Jasmine, Conrad, Michael, Elias

### **Agenda Items Outcome:**

1. Logs looks like it's going ok.
2. Jasmine will look into HTML options to replace canvas.
3. Conversion is functional, templates need to be done before further work/ fine tuning can occur.

### **Notes on Action Items:**

- 1.