## CITS3200 Team 23

## Minutes of Meeting 5 held on August 18, 2021

Present: Davinh, John, Anthony, Nicholas, Jeremy, Valerie

Apologies:

Absent:

Meeting Started: 1:04pm

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|  | ACTION |
| 4.1 Scope of Work   * Reviewed and finalised   4.2 Skills and Resources Audit   * Added a visual representation of skills and resources audit * Added a comparison between the skills needed in project and skills the group have * Reviewed and finalised   4.3 Risk Register   * Discussing different types of risks * Reviewed and finalised   4.4 Project Acceptance Tests   * Discussing the Testing Strategy * Accessibility test to be done through AccessLint   4.5 Sprint 2 Stories   * Removing tasks that are out of the project’s scope * To be discussed thoroughly during Sprint 2   4.6 Deliverables submission   * Deliverables will be uploaded to OneDrive and GitHub * Deliverables submitted through cssubmit and emailed to client   4.7 Date of Next Meeting  Sunday 22 August 2021, 1-2 pm, via Discord | Anthony and John    Nicholas      Davinh     Valerie    Jeremy    ALL |

Meeting Closed: 1:57pm