Group 13a meeting minutes

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| Location: | Templeman Library |
| Date: | 02/02/2019 |
| Time: | 15:30 p.m. |
| Attendees: | P.Georgoulias, A.O.Sharomi, L.J.Ibeachum |

# Agenda items

1. Scrutinization of each other’s work.
2. Panagiotis has finished the documentation files and the only thing remaining is proof-reading, correcting details and convert to the required format.
3. Femi has finished working on the user stories.
4. Luke has finished the documentation about how the team operates using online tools ( e.g. GitLab)
5. We dedicated some time during the meeting to work

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| [Action item 1] | [Name(s) 1] | [Date 1] | [Status 1, such as In Progress or Complete] |
| [Action item 2] | [Name(s) 2] | [Date 2] | [Status 2] |
| [Action item 3] | [Name(s) 3] | [Date 3] | [Status 3] |
| [Action item 4] | [Name(s) 4] | [Date 4] | [Status 4] |
| [Action item 5] | [Name(s) 5] | [Date 5] | [Status 5] |
| [Action item 6] | [Name(s) 6] | [Date 6] | [Status 6] |