

# Meeting 39 | Minutes

Meeting date | time 28/05/20 | 14:00 | Meeting location Google Hangouts

Meeting called by	Whole Team	Attendees
Type of meeting	Weekly Scheduled	Oliver Clarke (odjc500)
Facilitator	Oliver Still	Stijn Marynissen (sm2174)
Note taker	James Gardner	James Gardner (jadg502)
Timekeeper	James Gardner	Che McKirgan (cwjm501)
		Cameron Smith (cs1869)
		Oliver Still (os705)

## AGENDA TOPICS

Time allotted | 10 | Agenda Topic Discuss Previous Meetings Actions |

**Discussion:** To address any actions from the previous meeting and check all tasks are progressing on track. Address any issues that have arisen over the week.

Time allotted | 5 | Agenda topic TutorPoint | Presenter Oliver Still

**Discussion:**

All coding is finished but just fixing any issues as much as possible.

Time allotted | 10 | Agenda topic Iteration 8 Final Two Weeks | Presenter Oliver Still

**Discussion:**

- OS - Presentation, Report
- OC - Presentation (Finances), Report
- JG - Tests/Bugs, Presentation (Roadmap), Report
- CS - Presentation (Marketing), Report
- CM - Tests/Bugs, Presentation (Roadmap), Report
- SM - Presentation, Report
- DB - Tests/Bugs, Report
- EW - Tests/Bugs, Report

#	Action items	Person responsible	Deadline
1	Complete your assigned tasks above	All	Deadlines Below

Extra Notes:

#	Action items	Person responsible	Deadline
2	Presentation and HTML	All	29/05 Internal
3	Personal Reports	All	31/05 Internal
4	All Other Deliverables	All	1/06 Internal

Eric Walker (ew1150) in exam.

Daniel Bishop (dmb537) in exam.