MEETING MINUTES

| SUBJECT | DATE |
| --- | --- |
| Project run-through and Task review | 19th July 2024 |

| PLACE | TIME |
| --- | --- |
| Discord Group Call | 10:00 |

| AGENDA | MINUTES TAKEN BY |
| --- | --- |
| Run through the active repo to find errors | Oliver Badger |
| Revise features and amenities | Ameer Ahmed |
| Delegate final tasks |  |
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| MEETING NOTES |
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| Krishaad ran through the project live discussing any ambiguities and making notes |
| We identified key tasks, including layout consistency, code comments, and account features. |
| Tasks were assigned: Sam and Ameer to update the menu layout, Oliver and Krishaad to add comments and standardise code, and Niomi to update personas. |
| The focus is on ensuring consistency in the layout, adding necessary comments, and revising account details, including hardcoding sort codes. |
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| ACTION ITEM | IN-CHARGE | COMPLETION DATE | STATUS |
| --- | --- | --- | --- |
| Update menu layout | Sam & Ameer | 17:00 | Completed |
| Add comments and standardise code | Oliver & Krishaad | 17:00 | Completed |
| Update Personas | Naomi | 17:00 | Completed |
| Add sort code | Anybody | 17:00 | In Progress |
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