MEETING MINUTES

| SUBJECT | DATE |
| --- | --- |
| Planning / Delegating roles | 17th July 2024 |

| PLACE | TIME |
| --- | --- |
| Discord Group Call | 12:00 |

| AGENDA | MINUTES TAKEN BY |
| --- | --- |
| Assign tasks on Trello | Oliver Badger |
| Discuss tasks and additional features | Ameer Ahmed |
| Create a rough plan for the completion of the project |  |
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| MEETING NOTES |
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| The team’s division of tasks is clear and well-defined. |
| The quality of the code and features provided is satisfactory. |
| Effective execution of assigned tasks has contributed to the overall project’s progress. |
| The previous days work has been evaluated and issues has been raised with amendments. |
|  |

| ACTION ITEM | IN-CHARGE | COMPLETION DATE | STATUS |
| --- | --- | --- | --- |
| Complete development of ISA Account | Oliver | EOD | Completed |
| Complete development of Personal Account | Naomi | EOD | Extended |
| Complete development of Business Account | Ameer | EOD | Completed |
| Finalize menu system | Sam | EOD | Completed |
| Impliment Data Encryption | Sam | EOD | Completed |