|  |  |  |  |
| --- | --- | --- | --- |
|  | Member | User Story | Task |
| 1 | Maryam | Student Upload Form | Reviewing |
| 2 | Chia | Student Upload Form | Testing |
| 3 | Abdulqader | Company Upload Form | Testing |
| 4 | Moaz | Company Upload Form | Reviewing |
| 5 | Bill | Email | Testing |
| 6 | Zaina | Email | Reviewing |
| 7 | Maryam | Placement Tracking System | Testing |
| 8 | Ervin | Placement Tracking System | Reviewing |

**Meeting Summary and testing and reviewing responsibility table:**

**Deadlines:**

1. The deadline for testing is Monday 20/02/2023 at 23:59
2. The deadline for reviewing is Tuesday 21/02/2023 at 17:00

**Next meeting:**

* Tuesday 21/02/2023 at 17:00