**Memorandum**

**To:** Peter Mavridis – GUI Programmer/Chief Tester

Darryl Murphy – Chief Analyst/Designer

Ali Sayed – Chief Programmer

**From:** Kresimir Bukovac – Manager + Chief Analyst/Designer

**Date:** April 21, 2015

**Subject:** Confirm the work allocated from Team Meeting #3 was done, set new tasks to be completed and prepare for Client Meeting #3.

On Wednesday, the 15th of April, 2015, the team had Team Meeting #3. The Meeting Minutes has been put onto github. Tomorrow’s Team Meeting will be to make sure everyone has done their assigned tasks from Team Meeting #2, to assign new tasks to be completed by the next Team Meeting and to finalise the documentation we currently have to present at the Client Meeting.

You must bring a copy of Team Meeting #3’s Meeting Minutes with you to tomorrow’s Team Meeting in order for everyone to go through and confirm that all the assigned tasks have been completed. You must also bring any deliverables you have made or edited since the last Team Meeting to show the rest of the team to confirm and agree on. Also, bring any plans or documentations you have made in regards to the project or for the next Client Meeting.

If there are any questions as to this memo, the Team Meeting, or you are unable to attend the Team Meeting, you can contact me on the following:

Email: [kb100@uowmail.edu.au](mailto:kb100@uowmail.edu.au)

Mobile: 0410 410 411