

Meeting Minutes

Weekly Meeting with team Meeting No: 2

Meeting Details

Date:	15/10/2020
Venue:	Teams Channel
Attendees:	Arone Tien Man Todd
Apologies:	Tein was busy presenting in another class during our typical meeting time.

Information / Decisions

No.	Item
1.	Team finalized development on the key functionalities of the system. <ul style="list-style-type: none">Login/logout for each user type completed.Dashboards are complete for each user type
2.	Checklist made for the team to itemize what needs to be completed still <ul style="list-style-type: none">Project report (almost complete)Acceptance TestingPresentation SlidesPresentation Video (Meeting on 1pm Sunday)

Action Items

No.	Item	Who	By
1.	Project report components (mainly Acceptance Testing)		18/10
2.	Presentation Slides	Todd	18/10
3.	Presentation Video (Meeting on 1pm Sunday)		18/10