

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 24

Duration: 1hr

Meeting Details

Date:	11/10/2020
Venue:	Microsoft Teams
Attendees:	Jack Williams Julian Rizzo Theodore Politis Dulshan Kodithuwakku Ghaida Alharb
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussion of preparation of final documentation needed to major project and milestone 3
2	Final version to be deployed Thursday night in the meeting

Action Items

No.	Item	Who	By
1	Finalise refactoring (see backlog for specific allocations)	All	15/10/20
2	Update trello board to reflect changes in completed tasks for this sprint	All	15/10/20
3	Changed local host address to the public EC2 address	Theo	15/10/20