

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 6

Duration: 1hr 8min

Meeting Details

Date:	16/08/2020
Venue:	Microsoft Teams
Attendees:	Jack Williams Julian Rizzo (10min Late) Theodore Politis Dulshan Kodithuwakku Ghaida Alharbi
Apologies:	N/A

Information / Decisions

No.	Item
1	Running through submission items for Milestone 1
2	Code commenting, ensure all code that has been written so far has descriptions for enhance user readability
3	Marking completed work against the Milestone 1 checklist to ensure nothing has been missed in the planning stage of the project

Action Items

No.	Item	Who	By
1	Complete peer review (SPARK)	All	16/08/20
2	Zip and submit to canvas	Ghaida	16/08/20