Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 6

Duration: 1hr 8min

## Meeting Details

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| --- | --- |
| 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 |
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## 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 |
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