PROJECT NAME
Meeting Minutes
Admin Tasks
Meeting No: <1>

MEETING DETAILS

DATE:	21/09/20
VENUE:	Online
ATTENDEES:	Giorady,,,Nicholas
APOLOGIES:	Thanh, Gihan
COPY TO:	

INFORMATION / DECISIONS

NO.	ITEM
1	- Wont have full five completed for this Milestones
2	- 80% minimum is the aim
3	- Testing needs to be done - 4 per component
4	- Booking backend works, front end needs work
5	
6	
7	
8	

ACTION ITEMS

No.	ITEM	WHO	BY
1.1	- Get as many tasks completed as possible	Everyone	
1.2	- Deployment and integration of 3 tasks minimum	Everyone	
1.3	- Fill out submission doc for M2	Gihan	
1.4			
1.5			
1.6			
1.7			
1.8			
1.9			
1.10			