Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 5

## Meeting Details

|  |  |
| --- | --- |
| Date: | 10/08/2020 |
| Venue: | Discord |
| Attendees: | Grace Kerr  Angela Alviano  Alin Cimpean  William Guida  Su-Kuen Koh |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Ensuring that all acceptance testing was done for Tuesday and everyone knew how to complete them |
| 2 | Would start the programming of the product Friday |
|  |  |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Acceptance test | Everyone | Monday Night |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |