Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 19

## Meeting Details

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| --- | --- |
| Date: | 13/10/20 |
| Venue: | Discord |
| Attendees: | Angela Alviano  Su-Kuen Koh  Alin Cimpean  William Guida  Grace Kerr  Sachin Pathiyan Cherumanal |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Documentation for milestone 3 |
| 2 | Demo Sachin |
| 3 | Testing report |
| 4 | Update to product and sprint backlogs |

## Action Items

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| --- | --- | --- | --- |
|  |  | Who | By |
| 1 | Continued writing up the project report and sprint retro which are required for the milestone 3 submission | Team | 13/10/20 |
| 2 | Su showed our product to Sachin, showing off our hard work and enhancement features |  | 13/10/20 |
| 3 | Su has been writing up the test report for the milestone 3 submission. Should be easily complete before Friday’s submission | Su | 13/10/20 |
| 4 | Grace has updated our product and sprint backlog, identifying some items are complete whereas others are partially complete. | Grace | 13/10/20 |