**Meeting Minutes**

Meeting Details

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| **Date** | 07/09/2020 |
| **Venue** | Microsoft teams |
| **Attendees** | Anson Guang Ping Go, Siddhartha Raju Chandra Vani, Hui Alvin Markus, Ashraf Miari |
| **Apologies** |  |

Information / Decisions

|  |  |
| --- | --- |
| **No.** | **Item** |
| 1 | Create backend for admin accounts |
| 2 | Begin creating unit tests and discuss ideas |
| 3 | Create new database elements for new additions |
| 4 | Write sprint planning notes and create burndown chart |
| 5 | Work on front end to show availabilities based on admin roster |

Action Items

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| --- | --- | --- | --- |
| **No.** | **Item** | **Who** | **By** |
| 1 | Create backend for admin accounts | Siddhartha Raju Chandra Vani, Ashraf Miari | 14/09/2020 |
| 2 | Begin creating unit tests and discuss ideas | Anson Guang Ping Go, Siddhartha Raju Chandra Vani, Hui Alvin Markus, Ashraf Miari | 10/09/2020 |
| 3 | Create new database elements for new additions | Anson Guang Ping Go, Hui Alvin Markus | 12/09/2020 |
| 4 | Write sprint planning notes and create burndown chart | Ashraf Miari | 08/09/2020 |
| 5 | Work on front end to show availabilities based on admin roster | Siddhartha Raju Chandra Vani | 17/09/2020 |