**Meeting Minutes**

Meeting Details

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| **Date** | 20/09/2020 |
| **Venue** | Microsoft teams |
| **Attendees** | Anson Guang Ping Go, Siddhartha Raju Chandra Vani, Hui Alvin Markus, Ashraf Miari |
| **Apologies** |  |

Information / Decisions

|  |  |
| --- | --- |
| **No.** | **Item** |
| 1 | Finalise unit tests |
| 2 | Finalise admin adding employee feature |
| 3 | Finalise admin rostering employee feature |
| 4 | Make sure spring retro is written, make sure all documents are in order |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Who** | **By** |
| 1 | Finalise unit tests | Anson Guang Ping Go, Siddhartha Raju Chandra Vani, Hui Alvin Markus, Ashraf Miari | 22/09/2020 |
| 2 | Finalise admin adding employee feature | Siddhartha Raju Chandra Vani, Ashraf Miari | 22/09/2020 |
| 3 | Finalise admin rostering employee feature | Siddhartha Raju Chandra Vani, Ashraf Miari | 22/09/2020 |
| 4 | Make sure spring retro is written, make sure all documents are in order | Ashraf Miari | 22/09/2020 |