

# Meeting minutes: 3 hr 8 mins

## Weekly Meeting with team

Meeting No: 19

### Meeting Details

Date:	12/10/2021
Venue:	Microsoft teams
Attendees:	Mac Arriero s3812132 - Scrum Master and development team Jehan Perera s3720135 - Development team Abdulrahman Ali s3763122 - Lead Developer Rohan Poorun s3843078 - Development team Aditya Kerhalkar s3844647 - Development team
Apologies:	

### Information / Decisions

No.	Item
1	Complete all development tasks assigned on Jira before Tuesday next week
2	Start doing Documentation next Thursday
3	
4	
5	

### Action Items

No.	Item	Who	By
1	Complete development tasks before Tuesday	All	All
2	Complete slides before Thursday	Abdul	Abdul
3	Complete individual slides before Thursday	All	All
4			