

# Meeting minutes: 1 hr

## Weekly Meeting with team

Meeting No: 20

### Meeting Details

Date:	19/10/2021
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	Next meeting on demo preparation (including presentation slides)
2	Discuss progress on documentation and testing
3	Identify any issues with left over user stories
4	
5	

### Action Items

No.	Item	Who	By
1	Complete unfinished development code by Thursday	Everyone	Everyone
2	Complete individual slides for the presentation	Everyone	Everyone
3	Complete the project presentation slide by Thursday	Abdul	Abdul
4			