

# Meeting Minutes

## Weekly Meeting with team/supervisor

Meeting No: 06

### Meeting Details

Date:	21/08/2021
Venue:	Collaborate ultra
Attendees:	Andrew Nhan Trong Tran, Shihab Sami, Ryan Dineth Samarakoon, Matthew Amos Woolley,
Apologies:	N/A

### Information / Decisions

No.	Item
1	Refactoring base code
2	Implementing SP-9
3	Implementing SP-8
4	
5	

### Action Items

No.	Item	Who	By
1	SP-9 Implementation	Ryan	24th
2	SP-8 Implementation	Andrew	24th

**Minutes submitted by:** Andrew Nhan Trong Tran

**Minutes approved by:** Shihab Sami