

# Meeting Minutes

Bi weekly meeting

Meeting No: 4

Sprint: 4

## Meeting Details

Date/Time:	09/10/2021 5:40pm - 6:10pm
Venue:	Discord
Attendees:	Maxwell Reid Sefanur Erciyas Ewan Breakey Thomas Dib
Apologies:	N/A

## Information / Decisions

No.	Item
1	Discuss how everyone felt about the project overall
2	Discuss plans for the presentation
3	Discuss any final concerns

## Previous Action Items

No.	Item	Completed?
1	Refactor and internal documentation	Yes
2	Any necessary backend changes (on call)	Yes

## Action Items

No.	Item	Who	By
1	Double check everything	Thomas Dib Ewan Breakey Sefanur Erciyas Maxwell Reid	16/10/21