**Meeting Minutes 1**

**Date :23/07/2021 Time :12.30PM -1.30 PM**

**Members Present**

SATNAM SINGH

VISHAL

GAURI TIMSINA

**Decisions Made**

* Action was taken and the work distributed between the team members
* Decided the mode of communication about the assessment via WhatsApp or files will be transferred via email.

**Issues Log**

**Resolved Issues**

* The distribution of assessment task between the group members been resolved.
* The method of transferring files and data has been resolved.

**New Issues**

* Creating the GitHub account for team version control repository.
* Creating the iteration plan

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| --- | --- | --- |
| **Action Item** | **Person Responsible** | **Action taken** |
| Teamwork discussion | All team members | Work distribution discussed between team members |
| Understanding strengths and weaknesses of the team members | All team members | Discussed |
| Goals and deadlines for the task | All team members | Goals are discussed and the deadlines for every step are made. |