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**TEAM 9 MEETING**

**MINUTES**

**Week 9 Group Meeting**

**Meeting Details**

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| **Team Name:** | Team 9 |
| **Meeting Date:** | 19th October |
| **Time:** | 10:00-10:30 am |
| **Venue:** | Teams Online Meeting |
| **Attendees:** | Dhruv, Isaac, Matthew |
| **Absent Members:** | Rodney, Josh, Dennis |
| **Minutes Taker:** | Isaac |

**Agenda Details**

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| --- | --- |
| Tasks | Sub-tasks |
| Discussions/Clarifications | * Discuss the result of the project * Asks about the documentation |
| Next Meeting |  |

**Meeting Commences (10:00am)**

Mentor Asks for progress of the project

Isaac Mentions how the team finished the project, and finalised in on monday

Mentor Wants the team to make an agenda and do it properly, and that the group should keep it structured and simple

Isaac Mentions that the team is making documentation

Dhruv Asks about testing document

Mentor mentions that we should make a testing report including what we did and didn’t do

Mentor Insists that we should be honest about what failed

**Meeting ends 10:30**