**Meeting Minutes**

**Team Name: AceCoders (Team 1)**

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| **Date:** 07/08/2021 | **Time:** 12:00pm |
| **Members Present:** | Dehemi Vihara Dissanayake Liyanage |
| Gaury Chethana Thanthirigama |
| Temuulen Tsengel |
| Kavitha Vishwani Waduge |
| **Meeting Agenda Topics:** | Finalize documents regarding assessment 1:   * Team Charter * First Iteration plan * Update team wiki * Upload documents to GitHub * Upload documents to team wiki |

**Issue Log**

No issues regarding documents finalization.

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| **Action Item** | **Responsible Team Member** | **Completed Date** |
| Finalize Team Charter | Temuulen/Gaury | 07/08/2021 |
| Finalize Iteration Plan | Temuulen/Dehemi | 07/08/2021 |
| Update team wiki | Temuulen/Kavitha | 07/08/2021 |
| Upload documents to GitHub | Temuulen | 07/08/2021 |
| Upload documents to team wiki | Temuulen | 07/08/2021 |

**Meeting Evaluation**

In this meeting we have completed finalizing all documents regarding assessment 1 and uploaded all necessary items in GitHub repository as well as team wiki.