**Meeting Minutes**

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

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| **Date:** 22/08/2021 | **Time:** 12:00pm |
| **Members Present:** | Dehemi Vihara Dissanayake Liyanage |
| Gaury Chethana Thanthirigama |
| Temuulen Tsengel |
| Kavitha Vishwani Waduge |
| **Meeting Agenda Topics:** | 1. Assign Author, Reviewer, Mediator roles 2. Create summary document of team documents 3. Write Critical review 4. Document commits on GitHub and team wiki |

**Issue Log**

No issues regarding assigning roles. However, some members have expressed being confused about GitHub commits.

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| **Action Item** | **Responsible Team Member** | **Completed Date** |
| Assign Author, Reviewer, Mediator roles | All members | 22/08/2021 |
| Create summary document of team documents | All members | 22/08/2021 |
| Write Critical review | All members | 22/08/2021 |
| Document commits on GitHub and team wiki | All members | 22/08/2021 |

**Meeting Evaluation**

In this meeting we have assigned each member of their roles as Author, Reviewer, and Mediator. Each member should know how to complete assessment items. Some members may be confused regarding GitHub commits.