**Meeting Minutes**

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

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| **Date:** 14/08/2021 | **Time:** 2:00pm |
| **Members Present:** | Temuulen Tsengel |
| Gaury Chethana Thanthirigama |
| Dehemi Vihara Dissanayake Liyanage |
| Kavitha Vishwani Waduge |
| **Meeting Agenda Topics:** | 1. Read assessment 2 on interact 2. Discuss assessment 2 tasks 3. Test assessment 2 author commit on GitHub 4. Create static review wiki pages on team wiki |

**Issue Log**

Some members have not made commits on GitHub.

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| **Action Item** | **Responsible Team Member** | **Completed Date** |
| Read assessment 2 on interact | All members | 14/08/2021 |
| Discuss assessment 2 tasks | All members | 14/08/2021 |
| Test assessment 2 author commit on GitHub | All members | 18/08/2021 |
| Create static review wiki pages on team wiki | Temuulen | 18/08/2021 |

**Meeting Evaluation**

This meeting’s meeting main objective was to read and discuss the assessment 2 – static review. The assessment has been discussed and explained, as well as all members have been referred to lectures in week 3 and week 4 for more explanation of assessment 2. Some of the members have started making frequent commits on GitHub. However, others have not started yet. Wiki pages for static review (author, mediator, reviewer) have been created for each team member. These wiki pages’ names start with “Week 4,5,6” due to assessment 2 static review commits spanning over weeks 4, 5, and 6.