**Meeting Minutes**

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

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| **Date:** 27/08/2021 | **Time:** 1:00pm |
| **Members Present:** | Temuulen Tsengel |
| Gaury Chethana Thanthirigama |
| Dehemi Vihara Dissanayake Liyanage |
| Kavitha Vishwani Waduge |
| **Meeting Agenda Topics:** | 1. Create iteration plan for team objectives 2. Create iteration plan for individual responsibility 3. Upload iteration plans and meeting minutes to GitHub for version control 4. Upload iteration plans and meeting minutes to team wiki |

**Issue Log**

One of members has expressed confusion of GitHub commits and have merged everything from the main branch to their own branch which contains commits from other members as well. Regarding documentation of meeting minutes and completion of iteration plans there have been no issues.

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| **Action Item** | **Responsible Team Member** | **Completed Date** |
| Create iteration plan for team objectives | Temuulen/ Dehemi | 27/08/2021 |
| Create iteration plan for individual responsibility | Temuulen/ Kavitha | 27/08/2021 |
| Upload iteration plans and meeting minutes to GitHub for version control | Temuulen | 27/08/2021 |
| Upload iteration plans and meeting minutes to team wiki | Temuulen/ Gaury | 27/08/2021 |

**Meeting Evaluation**

Due to the issue on GitHub, team members have been notified to not merge everything including other members’ commits to their own branch.