

## MEETING 20

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Date: 17<sup>th</sup> March 2020

Location: Class workshop

Time: 9am – 10am

Discussion of meeting:

- The fourth progress review of stage 5 was conducted (see review-2020-03-17), with the tasks from the previous sprint, all being checked and approved/not approved.
- Discussion was made regarding what needed to be reviewed for the final review meeting, and as to how the team could make any necessary changes in time, for submission.
- Tasks for the next batch (or sprint) of tasks were assigned to the different members of the team.

Tasks set and to whom:

Task name	Assigned to:	Expected completion date
Documentation amendments (improvement)	Aum Desai	21/03/2020 (to be reviewed at end of stage review)
Testing document	Jamie Knott, Sam Prowse	21/03/2020 (to be reviewed at end of stage review)
User manual	George Daskalakis, Jamie Knott	21/03/2020 (to be reviewed at end of stage review)
Video demonstration	George Daskalakis	21/03/2020 (to be reviewed at end of stage review)

Members Present: Jamie Knott, George Daskalakis, Sam Prowse, Aum Desai