COMP2511 meeting minutes

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| Location: | Online |
| Date: | 25/6/2021 |
| Time: | 21:00 – 24:00 AEST |
| Attendees: | All |

# Agenda items

1. team member availability in the plan and meeting times
2. create a list of objectives to achieve

# Outcomes

1. regular team meeting: (1) Monday 20:00 – 22:00

(2) Thursday 20:00 – 22:00

# Actions

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| Task | Allocation | Due date |
| Finish User story details (EP1-3) | Suiyue Jiang | 25/6 Friday 23:59 |
| Finish User story details (EP4-6) | Ao Dong | 25/6 Friday 23:59 |
| Finish User story details (EP7-9) | Wenyao Chen | 25/6 Friday 23:59 |
| Set up task board | Weiqiang Zhuang | 26/6 Saturday 23:59 |

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