Meeting Minutes

# Weekly Meeting with 6.TUES-18.30-3/Mr Mohammad Ali

# Meeting No: 18

## Meeting Details

|  |  |
| --- | --- |
| Date: | 17/10/2020 |
| Venue: | Microsoft Teams |
| Attendees: | Oscar Ling  Indirakshi Sreeram  Andhika Rakha  Yuepeng Du |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Updated the team on each member’s progress |
| 2 | Went through Milestone 3 checklist to see what tasks were needed to be done |
| 3 | Discussed presentation slides and allocated slides for each member |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Refine all tasks | All members | 18/10/2020 |
|  | Have a look at AWS and see if we have deployed | Oscar Ling | 18/10/2020 |
|  | Finish Integration and refining code | Andhika Rakha | 18/10/2020 |
|  | Submit all documents in teams folder for final submission/ Check if all documents are there | Indirakshi Sreeram | 18/10/2020 |
|  | Finish up documentation of acceptance test cases for report | Yuepeng Du | 18/10/2020 |
|  | All members to record presentation and submit to Google Docs | All Members | 18/10/2020 |