**Meeting Minutes**

**Group Number:** 39

**Meeting Date:**

**Checkpoint Meeting?**

**Next Meeting:**

**Attendance:**

*Present: P | Absence (Approved): AA | Absence (Uninformed): A*

|  |  |
| --- | --- |
| **Name** | **Present?** |
| Shona Lowden |  |
| Hasnain Bukhari |  |
| Orri Jonsson |  |
| Ajiri Owuasu |  |
| Tanzil Lashkor |  |

**Progress Review (From Last Meeting):**

*Completed: C | Ongoing: O | No Report: N*

|  |  |  |
| --- | --- | --- |
| **Name** | **Task(s)** | **Status** |
| Shona Lowden |  |  |
| Hasnain Bukhari |  |  |
| Orri Jonsson |  |  |
| Ajiri Owuasu |  |  |
| Tanzil Lashkor |  |  |

**Plans (For Next Meeting):**

*Completed: C | Ongoing: O | No Report: N*

|  |  |  |
| --- | --- | --- |
| **Name** | **Task(s)** | **Status** |
| Shona Lowden |  |  |
| Hasnain Bukhari |  |  |
| Orri Jonsson |  |  |
| Ajiri Owuasu |  |  |
| Tanzil Lashkor |  |  |

**Issues:**

|  |
| --- |
|  |