**Week 2 - Meeting 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Date** | 23/02/2023 | **Attending Team Members** | Arden Sae-Ueng  Ali Ahmed  Matthew Leong  Danny Chan  Rudransh Divyang Randeria |
| **Meeting Time** | 9pm | **Absent Team Members** | Nil |
| **Location** | MS Teams | **Minutes Notetaker** | Arden Sae-Ueng |

**Agenda**

|  |  |
| --- | --- |
| **Responsible** | **Item** |
| All members | Complete iteration 0. Added user and channel structures. |
| All members |  |
|  |  |
|  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible** | **Due Date** |
| Check on what ‘Start’ and ‘End’ is. | Ali Ahmed | 24/02/2023 |
|  |  |  |
|  |  |  |
|  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**