Team leads meeting minutes

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| Location:  Date: | Microsoft Teams  5/18/2022 |
| |  | | --- | | Meeting Start Time: | | Meeting End Time: | | |  | | --- | | 9:00 PM | | 9:26PM | |
| Attendees: | |  | | --- | | George, Anne  Baldwin, Mark | | Young, Aaron | |  | |

# Agenda items

1. Update on Jarom’s task.
2. Talk about leads’ tasks.
3. What would plan B looks like.

# Notes

I am creating a presentation to include the main parts of the SRS and SDD to show the client. To the very least we need front end Mockup, architectural design, references matrix, and data description.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| |  | | --- | | Making a doc about how conf Docker | | |  | | --- | | Jarom | | |  | | --- | | Monday, May 16, 2022 | | |  | | --- | | Done | |
| Move the README file to the right place. | Aaron | Next week | In progress |
| Update for installing NPM in the right directory part of readme file. | Aaron | This week | In progress |
| Set up environment set up meetings. | leads | This week | In Progress |
| Create a presentation for the client | Anne | May 20, 2022 | In progress |