

MINUTE SHEET

minute taker: Latifah

Project name:	Yuconz Employment Record System				
Date:	21/02/2017	Time:	9am - 10am	Location:	CC03
Attendees:	Max, Sam, Bram and Latifah				

Actions Review

The JUnit tests are almost completed and the test document has been started. The UML has also been started. The points from the testing lecture will be started tonight.

Agenda

- 1 The brief for stage 4 is out and we all need to familiarise ourselves with the requirements to make sure that we are on the right track.
- 2 Every task from the previous meeting still needs to be worked on. We have decided to spend this time on completing those tasks.

	Post Meeting Actions	Assignee	Deadline
1	Finish the task from last week.	Max	23/02/2017
2	Finish the task from last week.	Latifah	23/02/2017
3	Finish the task from last week.	Bram and Max	23/02/2017
4	Finish the task form last week.	Sam	23/02/2017

Other notes: