***Subject:*** Week 6 Tutor Meeting

***Project Name:*** Dynamite

***Facilitator:*** Muhit Anik

***Prepared by:*** Mir

***Mode:*** e.g.face to face.

***Date:*** 09/09/2019

***Time:*** 6 pm to 8pm

***Attendees:*** Ben, Connor, Charlie, Mir

***Absent:*** N/A

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Agenda Item** | **Description/ Comments** | **Decision/Action** | **Who?** | **Items for escalation** |
| **1** | What has been completed? | App prototypes | Wireframes, mockups, etc done | Team |  |
| **2** | What is in progress? | Implementation of functionalities | In progress | Team |  |
| **3** | Reminders | Presentation next week | Slides to be made | Team |  |
| **6** | What needs to be completed before the next meeting? | Presentation and Reports | Reports | Team |  |