

MEETING MINUTES

Date	Thursday 31/03/22
Time	12pm
Attendees	Tom, Calvin, Daniel, Eileen, Aj
Apologies	
Please bring/read	Iteration 3 spec
Meeting purpose	Iteration 3 - set up
Next meeting	Tonight 10pm

Agenda

Agenda Item	Minutes
1. Set-up a weekly scheduled meeting a. When2Meet	8pm Tuesday nights
2. Discuss plan for Iteration 3	<ul style="list-style-type: none"> - Weekly scheduled meeting - 8pm Tuesday nights - Specify what tasks need to be done by each hard deadline - Next hard deadline is next Thursday morning - our lab time
3. Expectations from the group	<ul style="list-style-type: none"> a) If you agree to do a task, ensure you do the task by the deadline, or if you cannot, please communicate with the group about it b) Attend all scheduled meetings, if you cannot attend, please communicate with the team about it beforehand, and, read the meeting minutes and ask questions afterwards c) Specify what tasks need to be done before each deadline <ul style="list-style-type: none"> - Be Specific in what 'done' means e.g. does it need to be tested or committed to your branch, etc. <ul style="list-style-type: none"> i) Put the specifics into the Issue board + meeting minutes
4. Feedback and review of Iteration 2	<ul style="list-style-type: none"> - Good job team on a great result! - Need to fix the failed tests before starting iteration 3
5. To do before next meeting	See action items below under EVERYONE and YOUR NAME

Action Items

Person	Action Item	Due Date
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Everyone	1. Debug your functions for failed tests from Iteration 2	By Tonight 10pm
	2. Watch Hayden's Iteration 3 briefing video 3. Read Iteration 3 spec under Master → README.md file	By Tuesday 8pm
Tom		
Calvin		
Daniel		
Eileen	1. Send calendar invites to everyone for weekly meetings at 8pm Tuesdays 2. Email Usmaan with meeting minutes	ASAP
Aayush	Read and understand the team's code for Iteration 2 - for a solid foundation to implement Iteration 3	By Tonight 10pm