# Meeting Minutes

| **Meeting/Project Name:** | Saint Albert | | |
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| **Date of Meeting:** | 29/09/2021 | **Time Duration:** | 15 Minutes |
| **Minutes Prepared By:** | N/A | **Location:** | Online |

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| 1. Meeting Objective(s) |
| Discuss project progress: GANTT chart, risks & issues, technology review, & analysis material  Discuss professionalism: attendance, punctualitiy, evidence submitted (on time?), time sheet submitted (on time and correctly filled in?) |

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| 2. Attendance at Meeting | | | |
| **Name** | **Time of Arrival** | **E-mail** | **Phone** |
| Dacey, Simon | 2:00pm |  | 7275 |
| Basalamah, Siti Fairuz Binte Ismail | 2:00pm |  |  |
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| 3. Agendas and Notes, Decisions, Issues | |
| **Topic** | **Discussion** |
| GANTT chart | Done |
| Risks & Issues | Done |
| Technology review, | Still working on it |
| Analysis material | Use case diagram done, 8 narratives done |

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| 3. Action Items | | |
| **Topic** | **Member(s)** | **Due Date** |
| Complete activity diagrams | Fairuz | 18/10/2021 |
| Complete technology review | Fairuz | 18/10/2021 |
| Complete class diagram | Fairuz | 18/10/2021 |
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| 5. Next Meeting (if applicable) | | | | | | |
| **Date:** | | See schedule | **Time:** | See schedule | **Location:** | Online |
| Objective: | Complete analysis material  Start design material (beginning of week 3) | | | | | |