# Meeting Minutes

| **Meeting/Project Name:** | Saint Albert | | |
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| **Date of Meeting:** | 10/11/2021 | **Time Duration:** | 15 Minutes |
| **Minutes Prepared By:** | N/A | **Location:** | Online |

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| 1. Meeting Objective(s) |
| Discuss project progress: coding & design |

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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** |
| Design Material | Done |
| Coding | In progress |

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| 3. Action Items | | |
| **Topic** | **Member(s)** | **Due Date** |
| Complete Coding | Fairuz | 15/11/2021 |
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| 5. Next Meeting (if applicable) | | | | | | |
| **Date:** | | See schedule | **Time:** | See schedule | **Location:** | Online |
| Objective: | Complete coding  Start testing (beginning of week 7) | | | | | |