Cheryll Singh

MENTOR MEETING

horizontal line

**Date: 27/03/2021  
Duration: 1 hour   
Location: R&D Room, South**

ATTENDEES

Harpreet Singh, Jayden Kean, Leen Alzebn, Miracle Pule, Zureen Hanif

# AGENDA

## **Discussion**

* Poster reqs - summarise critical things
* Reflective report breakdown
* Definition of Done
* Current status
* Clarifying what reqs are needed in our end project

# ACTION ITEMS

1. Cheryll to email Ramesh about us working together on code (i.e. one main Github “pusher”)
2. Definition of Done checklist
3. Phase one of coding (sprint 1) completion

# NEXT MEETING’S AGENDA

* Address where we are and find clarity on necessary documents, if need be
* Reflect on poster summaries
* Tick off things from Sprint 1’s DoD checklist