TEAM

MEETING NUMBER 2

horizontal line

**Date: 5th March 2021**

**Duration: 1 hr**

# ATTENDEES

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

# AGENDA

## **Tasks Allocated (ACTION ITEMS)**

* Edit timetable on google drive to see what dates team members are available - individual
* Revise a plan for group work and meetings in the event of a lockdown - collaborative

# NEXT MEETING’S AGENDA

* Have documents on the drive up to date and log and changes
* Individual tasks assigned completed
* Code review
* Complete a change request form for the client

# MEETING MINUTES LOG

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| --- | --- |
| Duration: | Topic: |
| 11:30-12:00 | Discussion on plan for meetings |
| 12:00-12:30 | Assign individual tasks to complete for next meeting |
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