TEAM

MEETING NUMBER 3

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**Date: 10th March 2021**

**Duration: 5hrs**

# ATTENDEES

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

# AGENDA

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

* Review of scope statement - collaborative
* Complete a change request form for the client - collaborative
* Upskilling on areas team members are weak on - individual
* Contact mentor and client for available meeting times - collaborative
* Update log books - individual

# NEXT MEETING’S AGENDA

* Have user stories on Trello updated

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 08:00 - 09:00 | Address any issues with the project |
| 09:00 - 10:00 | Edit and update documents on drive |
| 10:00 - 12:00 | Work on converting code from C++ to C# |
| 12:00 - 13:00 | Update trello board and update user stories with new requirements |
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