TEAM

MEETING NUMBER 4

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**Date: 13th March 2021**

**Duration: 30 mins**

# ATTENDEES

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

# AGENDA

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

* Update log books and weekly hours on the drive - individual
* Edit continuous (issue log, risk register) - individual

# NEXT MEETING’S AGENDA

* Trello board user stories and requirements completed
* Have the code compile with any new features added

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 11:00-11:30 | Discuss feedback from client and mentor meetings |
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