TEAM

MEETING NUMBER 13

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**Date: 3rd September 2020**

**Duration: 5 hours**

# ATTENDEES

Harpreet Singh, Leen Alzebn, Miracle Pule, Zureen Hanif

# AGENDA

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

* Read through the feedback provided by Cheryll - collaborative
* Edit each of our documents accordingly - collaborative
* Skills Matrix to be added onto - Leen
* Organised a client meeting to get hands on with the hardware and verify that he is “on board” with the scope of the project

# NEXT MEETING’S AGENDA

* Task sharing of documents that are challenging, have the project proposal **completed**, if not completed then “**near completion**”.

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 11:00 - 12:00 | Discussed the feedback and raised any problems faced - what else to add onto the project schedule, how to sort out the version histories, what to do during mid sem break |
| 12:00 - 16:00 | Worked on allocated tasks, task shared, discussed any issues all whilst connected on call via Teams |