TEAM

MEETING NUMBER 7

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**Date: 11th August 2020**

**Duration: 4:30pm - 5:30pm**

# ATTENDEES

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

# AGENDA

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

* Project Charter - Zureen
* Scope Statement Doc - Zureen, Miracle
* WBS - Leen
* Milestone Report - Miracle, Jayden
* Project Schedule - Harpreet

# NEXT MEETING’S AGENDA

* Overview of completed/ongoing tasks
* Complete any unfinished documents, have documents ready in accordance to the data obtained from the client meeting
* Brainstorm ideas on a target audience, possible ways to customise the code to fit a specific need or so.

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 16:30 - 16:40 | Allocation of tasks |
| 16:40 - 17:30 | Task sharing - working on assigned tasks |
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