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|  | WEEKLY SCRUM MEETING MINUTES! | | | | | | | | |
|  | **Project Name:** | | Drug Profile and Interaction | | | **Date:** | 07/02/2024 |  |  |
|  | **Meeting Purpose/Goal:** | | Progress from last week and tasks for this week | | | **Start:** | 11:30 AM |  |  |
|  | **Place:** | | Class D225 | | | **End:** | 11:40 AM |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Attendees | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Name | | | | | | |  |  |
|  | James Laurence  Chris Whalen  Louise Fear  Gabriela Mkonde | | | | | | |  |  |
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|  | Agenda & Notes | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Topic | | | | Owner | | Time |  |  |
|  | Tasks to be done this week such as ERD, DFD | | | | James Laurence | | 10min |  |  |
|  | Toggl is up to date with the tasks | | | |  | |  |  |  |
|  | Milestones have been divided into different sections | | | |  | |  |  |  |
|  | The issues we are facing such as data, time, personal issues | | | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Actions | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Action | | | | To be Taken by | | Due Date |  |  |
|  | ERD | | | | Chris Whalen | | 02/15/2024 |  |  |
|  | DFD | | | | Gabriela Mkonde | |  |  |  |
|  | Data acquisition | | | | Louise Fear / James Laurence | |  |  |  |
|  |  | | | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Next Meeting | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Date:** | 14/02/2024 | **Time:** | 10:30 AM | **Location:** | During class | |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Objective:** | Project timeline, issues people are facing, any help needed | | | | | |  |  |
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