**CS 440 Meeting Minutes**

Group: 12 Date: 20 November 2020 Time: 11:00am Duration: 15 minutes

Present, on time: Jake, John, Dan, Julian

Present, not on time:

Absent:

**Synopsis:**

We’ve split up the Coding Report, are ready to present the coding project next week, and are preparing to finish the development project report.

**Recent Individual Accomplishments:**

Dan did a great job recording the demo for the coding project

Jake did a good job fixing the Coding Project report with new content

**Current Individual Activities:**

Jake is testing John’s code and doing Section II on the Coding Report

John is testing Dan’s code and doing Section V and some of VI

Dan is testing Julian’s code and doing Section I

Julian is testing Jake’s code and doing the rest of section VI

**Individual Action Items:**

Jake really should update Jira, since apparently we need to do that still

All team members need to be more proactive on completing respective report sections