Team Meeting Report / Minutes

1. Date, Time (Start, End), Place / Meeting Method (e.g. Zoom, phone, etc)

● October 30 @ 10:15 - 10:40am

● Zoom

2. Attendance (list all members, note present / absent, late, part time there, etc) Use for your

team metrics if you wish

● Present: Tara, Sophia, Iram, Ian

Not present: Tien

a. Note who provided these notes (possibly rotate the role)

● Sophia

3. Key Topics Planned / Discussed

* Code still has same bug - Ian tried changing data structure
* Code inspection
* Use case document updated for cycle 2

4. Most Important Actions / Next Steps (and who will do by when etc.)

* Go to tutor to help with code - Iram and Tara
* One this step is finalized, schedule a code inspection