Team Meeting Report / Minutes

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

● November 18 @ 11:30 am - 12

● 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

Not present: Ian, Tien

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

● Sophia

3. Key Topics Planned / Discussed

* Testing
* Cycle 3 design ideas
  + Search function - be able to search by first or last name, person ID…

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

* Need to do another code inspection
* Watch testing video before next meeting friday