Team Meeting Report / Minutes

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

● November 9 @ 5:30 pm - 5:50pm

● 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, and Ian

Not present, Tien

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

● Iram

3. Key Topics Planned / Discussed

* Code updates
* Testing
* Bug fixes
* Cycle 3 design ideas

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

* Check the code to find more possible bugs
* Refactor code to be more concise
* Look into testing