Team Meeting Report / Minutes

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

● November 9 @ 5:30 pm - 6:30pm

● 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 Tien

Not present: Ian

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

● Sophia

3. Key Topics Planned / Discussed

* Code updates
* Testing metrics
* Code inspection - find bugs
* Testing cases completed

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

* Finish metrics
* Finalized requirements document, use cases, class diagram
* Testing
* Team report
* Finalizing code