Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 15

Meeting Details

|  |  |
| --- | --- |
| Date: | 5/10/2020 |
| Venue: | MS Teams |
| Attendees: | Mark Johnson  Ryan Kelly  Kaushal Gawri  Prabhav Mohit Mehra  Muhammad Tariq |
| Apologies: | N/A |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | The team is working on the allocated tasks for this sprint. |
| 2 | The team has chosen to allow administrators to register a worker due to difficulty in implementing an accept / reject system of employee self-registration. |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Complete assigned remaining tasks | Everyone | Everyone |