Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 10

Meeting Details

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| Date: | 07/09/2020 |
| Venue: | MS Teams |
| Attendees: | Kaushal Gawri  Mark Johnson  Ryan Kelly  Prabhav Mohit Mehra  Muhammad Tariq  Ujjwal Batra |
| Apologies: | N/A |

Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Team has concluded Sprint 1, and will begin Sprint 2. |
| 2 | The team is to complete tasks as selected by the Product Owner. |
| 3 | The team has assigned priorities and divided the tasks among themselves |
| 4 | Some of the decisions made by the team regarding administrators and companies were in error due to a misunderstanding. Changes will need to be made to rectify the issue. |

Action Items

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| No. | Item | Who | By |
| 1 | Make changes to the system to allow admins to register their company, and for employees to register. | Everyone | Everyone |
| 2 | Commit changes more frequently and follow the proper GitFlow procedure | Everyone | Everyone |
| 3 | Complete tasks required for Milestone 2 | Everyone | Everyone |