**Meeting Minutes (Week 5)**

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| **Place:** | **Date:** | **TIme:** |
| P506A | 23/08 | 4:00PM - 5:10PM |

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| **Name:** | **Present:** |
| Cameron Gartner | Yes |
| Chee Ho Chan | Yes |
| Dimitrios Karanasios | Yes |
| Jonathan Meyer | Yes |
| Mitchell Dame | Yes |

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| **Objective ID:** | **Description:** |
| 01 | Submit first phase of assessment |
| 02 | Finalise the task plan for sprint 1 |
| 03 | Start development of sprint 1 |

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| **Objective ID:** | **Assigned member:** | **Duration:** | **Completed:** |
| 01 | Jon | 20 mins | Yes |
| 02 | ALL | 30 mins | Yes |
| 03 | Mitch & Dimitri | 20 mins | Yes |

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| **Objective ID:** | **Reason for not completing:** |
| N/A | N/A |