**Meeting Minutes (Week 7)**

|  |  |  |
| --- | --- | --- |
| **Place:** | **Date:** | **TIme:** |
| P506A | 06/09 | 4:00PM - 5:40PM |

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

|  |  |
| --- | --- |
| **Objective ID:** | **Description:** |
| 01 | Write a business letter containing peer review and submit to dev team |
| 02 | Finalise task plan for sprint 2 |
| 03 | Complete retrospective sprint 1 |
| 04 | Start dev of sprint 2 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective ID:** | **Assigned member:** | **Duration:** | **Completed:** |
| 01 | ALL (Mitch away) | 40 mins | Yes |
| 02 | Cam, Jon | 20 mins | Yes |
| 03 | Chee Ho | 20 mins | Yes |
| 04 | Dimitri | 20 mins | Yes |

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