Wk5\_m1

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| Minutes | August 20, 2017 | 5:00pm | n/A |

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| Meeting called by | Team |
| Type of meeting | Virtual |
| Attendees | Chais, Owen, Rick, Andrew |

## Agenda topics

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| 1.5hrs | pre-submission meeting |  |

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| Discussion |  | | |
| All members will get the relevant documents open and have a look over what still needs to be done, delegating for the session as a team. | | | |
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| Conclusions |  | | |
| As a team, we looked over what still needed to be completed, made a list and assigned people to each task | | | |
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| Action items | | Person responsible | Deadline |
| Story card powerpoints | | Rick | 21-8 |
| Alter stories (Multiple cities to Advanced search) | | Andrew | 21-8 |
| Overlook sprint plan & balance releases | | Owen, Rick | 21-8 |
| Proof read sprint plan, powerpoint, release plan | | Chais, Owen, Andrew | 21-8 |

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| Observers |  |
| Resource persons |  |
| Special notes |  |