**Meeting Minutes**

**Date:** 20/10/21

**Time:** 9:30 am

**Attendees:** Rishon Jacobs and Brody Honey

**Location:** Room 10F83, South Metro TAFE

**Agenda**

**Tasks:**

* Discuss Client requirements and program functionality
* Debugging and testing
* Mapping and commenting
* Modifying according to feedback
* Prepare for handover

**Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Owner** | **Deadlines** | **Status** |
| Roles and responsibilities | R.J, B.H | 13/10/21 | Completed |
| Github project board | R.J | 13/10/21 | Completed |
| Project tasks | R.J | 20/10/21 | Completed |
| Discuss implementation | R.J, B.H | 13/10/21 | Completed |
| Plan & Complete Document | R.J | 13/10/21 | Completed |
| Discuss Deadlines | R.J, B.H | 20/10/21 | Completed |
| Approval for part 1 | R.J | 13/10/21 | Completed |
| Re-discuss requirements are met | R.J, B.H | 20/10/21 | Completed |
| Debugging and Testing | B.H | 20/10/21 | In-progress |
| Mapping and commenting | R.J | 20/10/21 | In-progress |
| Modifying code after feedback | R.J, B.H | 20/10/21 | Waiting to present. |
| Prepare for handover | R.J | 20/10/21 | Waiting to present. |