**Meeting Minutes**

**Date:** 13/10/21

**Time:** 10:00am

**Attendees:** Rishon Jacobs and Brody Honey

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

**Agenda**

**Tasks:**

* Discuss roles and responsibilities
* Discuss plans for github setup
* Make project tasks
* Plan to complete assessment document
* Discuss implementation of Client requirements and program functionality
* Deadline discussion

**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 | In Progress |
| Discuss Deadlines | R.J, B.H | 20/10/21 | Completed |
| Approval | R.J | 13/10/21 | In Progress |