| **Meeting Date** |  |
| --- | --- |
| **Time** | 02/12/24 14:00 |
| **Location/Platform** | Snapchat |

**Weekly Team Meeting**

* **Agenda (Before Meeting)**

| **#** | **Agenda Items** |
| --- | --- |
| **1.** | Discuss submission |
| **2.** | Discuss progress on architectural design |
| **3.** |  |
| **4.** |  |
| **5.** |  |

* **Attendance**

| **Name** | **Role** | **Present/Absent** |
| --- | --- | --- |
| Ross Holme | Cloud-Tables Operations Lead | Present |
| Mark Ikahu | Cloud-Tables Manager Lead | Present |
| Richard Boyle | Cloud-Tables Customer Lead | Present |
| Manraj Singh | Cloud-Tables Service Lead | Present |

* **Meeting Minutes**

| **#** | **Discussion Points** | **Follow-up Action** |
| --- | --- | --- |
| **1.** | Progress on architectural design | Everyone to upload architectural designs to Github |
| **2.** |  | . |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

* **Progress Update**

| **#** | **Task** | **Progress (%)** |
| --- | --- | --- |
| **1.** | **Come up with system quality requirements** | **100%** |
| **2.** | **Use case diagrams** | **100%** |
| **3.** | **Activity Diagrams** | **100%** |
| **4.** | **Architectural Design** | **99%** |