

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	27/07/2021
Venue:	Microsoft Teams
Attendees:	Dineth Abeysinghe Kim Ta Megan Dalton Declan Baker
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussed general responsibilities of each role
2	Clarified understanding of the assignment specification

Action Items

No.	Item	Who	By
1	Divide and assign responsibilities within each department (i.e., frontend, testing, etc...)	Whole team	27/07/21