**CITS3200 Team 10**

**Minutes of Meeting held on Thursday 28 September 2023**

Present: Tom, Sam, Sapphire, Zen

Apologies: Nathan

Meeting Started: 6.45 pm

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|  | ACTION |
| **1.1 Recap weeks progress**  Everyone recapped the progress they have made over the past week and discussed where additional resources may be required.  **1.2 Preparation for collaborative coding session**  We discussed what our plans were for the collaborative coding meeting/session that is scheduled on the 29th (the next day). We decided that the goal of the meeting would be a demonstration of the backend database functionalities, and the collaborative coding would focus on integrating these databases into the backend.  **1.3 Deployment research**  We covered the importance of not leaving deployment until the last minute. Over the weekend we are going to research possible deployment solutions so we can have an idea what will be suitable for our product.  **1.4 Re-iterate testing & review process**  Sapphire discussed a possible solution for testing & review purposes involving documenting tests and reviews by other team members before we mark a requirement as “complete”. We agreed it was a good idea worth consideration.  **1.5 Confirm future goals & tasks for each member**  Most tasks remain same. Nathan, Sam, & Zen working on back end databases. Tom has mostly finished algorithm, so him & Sapphire are going to work more on back end integration and front end improvements for now. |  |

Meeting Closed: 7:05 am