# Meeting Minutes

| **Meeting/Project Name:** | NZ Horse Racing | | |
| --- | --- | --- | --- |
| **Date of Meeting:** | 20/10/2021 | **Time Duration:** | 15 Minutes |
| **Minutes Prepared By:** | N/A | **Location:** | Online |

|  |
| --- |
| 1. Meeting Objective(s) |
| Discuss project progress: GANTT chart, risks & issues, technology review, analysis material, and design material  Discuss professionalism: attendance, punctualitiy, evidence submitted (on time?), time sheet submitted (on time and correctly filled in?) |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Attendance at Meeting | | | |
| **Name** | **Time of Arrival** | **E-mail** | **Phone** |
| Dacey, Simon | 1:30pm | sdacey@unitec.ac.nz | 7275 |
| Willaims, Sascha | 1:30pm |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| 3. Agendas and Notes, Decisions, Issues | |
| **Topic** | **Discussion** |
| GANTT Chart | In progress |
| Risks & Issues | Done |
| Technology Review, | In progress |
| Analysis Material | Done |
| Design Material | Still working (Sequence Diagrams and Descriptors done) |

|  |  |  |
| --- | --- | --- |
| 3. Action Items | | |
| **Topic** | **Member(s)** | **Due Date** |
| Data Dictionary & ERD in progress |  |  |
| Deployment Diagram (to be covered by Lei Song on 26/10/2021) |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting (if applicable) | | | | | | |
| **Date:** | | See schedule | **Time:** | See schedule | **Location:** | Online |
| Objective: | Continue design material | | | | | |