

# BOOST MEETING MINUTES

## Meeting #8

Date	20/07/23
Time	7:30 pm - 8:30 pm (60 minutes)
Time Keeper	Wilson
Attendees	Jason, Wilson, Tony, Thomas
Apologies	
Please bring/read	Eg: Project spec
Other resources	Eg: style guides
Meeting purpose	Create actionables for each person
Next Meeting	22/07/23

### Agenda

Item	Agenda Item	Assignee	Notes
1.	Assign functions of new it3 functions	Thomas, Wilson, Tony, Jason	Allocate which person will be doing what functions
2.			
3.			
4.			
5.			

### Open Actions

Item	Action/Discussed	Deadline
1	Start it2 functions, tests & server conversion into it3 specifications	28/07/23
2		
3		