

# Meeting Minutes

Team 18



Date	17/05/16	Duration (hrs)	1:00
Time	1:00PM	Location:	WT501

## Agenda

- ❖ Discuss recommendations made during the mid semester review

## Action Items

- |  |          |
|--|----------|
| 1. Final hand over/signoff document - Complete | Chris    |
| a. Add event to Gantt - Complete               | Miguel   |
| 2. Aut deliverables on Gantt                   | Miguel   |
| 3. Documentation formatting                    | Chris    |
| 4. Acceptance tests written with User stories  | Everyone |
| 5. Implement due for action items              | Everyone |
| 6. Folder restructure                          | Adam     |
| 7. Signoff documents                           | Miguel   |

## Notes

- Don't make mins so long
- Keep Documentation simple and easy to use for everyday use

Attendees	Role
Adam Campbell	Team Leader
John Cave	
Miguel Saavedra	

Version

<v1.0> Document created - 07/03/16

*Made by*  
MIGUEL SAAVEDRA