

Actions 08/11/2021

Attendees:

- Colin Stock: s3922272
- Gesina Sands: s3921234
- Liane Wong: s3923671
- Michail Christofis: s3923089
- Samuel Saad: s3922640
- Tai Tran: s3918375

Item 1 (15 minutes)

- **Everyone's update (is anyone late on anything)**
- **written and edits will be done by end of the week**
- **Colin** – Script in today (still needs improving but wants feedback first) Recipes are done.
- **Sam** – Is on track with Skills and Jobs and Aims as well as Back End Tools and Technology
- **Gesina** – Finalised Testing, Risks, Plans and Progress, Onboarding form.
- **Tai – Not in Attendance**
- **Liane** -Team Profile finalised tonight (checking everything is 3rd person), Front-End Tools and Technologies document is almost finalised (Sam). Group reflection paragraphs done by Thursday. Uploading to GitHub this weekend. Reviewing with Gesina.
- **Michail** – Michail has finished entire website and added functionality.
- **Gesina and Liane sorry if I am re asking this but when should we expect to start putting our work on the website**
- **Group reflection this should be due by end of this week as well?**

Item 2 (10 minutes)

- **With the script split up and expanded I would like everyone to take a look and see if it needs further improvement.** Edit/Look at Script everyone recordings by Thursday.
- **When would we like to have the presentation done by I was thinking next Monday if thats possible**

Open Issues (10 minutes)

Does anyone have any issues or need any help with anything?

Reviewing Tasks

Recap by Gesina to allow everyone to know exactly what everyone is doing.

Minutes submitted by: Gesina Sands

Minutes approved by: