

Subject: Team Meeting 12

Project Name: Adaptive Quizzing Engine

Facilitator: Rona Wang

Prepared by: Rajasree Gupta

Mode: Face to face

Date: Monday 4th November

Time: 11:00am – 4:00pm

Attendees: Bhumit Shah, Rajasree Gupta, Christopher McAdam, Rona Wang, Shubham Suri

Absent: N/A

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	Final deployment	Chris described the process for the final delivery to client to the rest of the team			
2	Image loading problem	Work on fixing images as they are currently not loading on the frontend		Rona	
3	Demo and presentation	Practise the presentation and live demo to ensure everything goes smoothly and we stick to the time limit			