

Subject: Team Meeting 11

Project Name: Adaptive Quizzing Engine

Facilitator: Rona Wang

Prepared by: Rajasree Gupta

Mode: Face to face

Date: Monday 28th October

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 demo	Split parts for final demo: context and user stories: Rajasree tools and group processes: rona testing: Shubham and chris live demo: bhumit	Start creating powerpoint slides	Rajasree to create initial powerpoint, everyone else to create their own slides	
2	Final group report	Split parts for the final group report: everyone agreed to complete same parts they did for draft report	Start creating wiki page	Rajasree to create and format page and everyone	

				else to add in their sections	
3	Final delivery	Discussed which user stories would be complete for the final delivery to the client and which we may not be able to fulfil			