**Date: 11/11/24  
Group Meeting Minutes**

**Attendees:**

* **Max Stafford**
* **Sam Hill**
* **Lucas Mottram**
* **Rohan Hamilton**

**Objectives for the Meeting:**

* **Review Content to be completed next week**
* **Set new tasks and deadlines**

**Meeting Overview:**

1. **Preparation for Next Week's Task:  
   We focus on the upcoming task. We carefully read through the requirements for the next assignment, taking the time to clarify expectations and deliverables.**
   * **Looked at the architectural design brief, focusing on how our own work will be turned into an accurate design brief.**
   * **In addition, we proactively looked ahead to later tasks and set a date to regroup and complete task 4B**

**Objectives for Next Meeting:**

* **Complete Task 4A Activity Model by 17th November:  
  Each member will be tasked with preparing specific architectural design brief that further. These will be presented during the next meeting, allowing us to share insights and provide feedback on each other’s work.**
* **Group Meeting on the 17th November to complete task 4B architecture design of the entire system.**

**Next Meeting Date: 18/11/24**

**Action Items:**

* **All members are to complete architecture design in preparation for our next discussion, ensuring that we come equipped with ideas and questions.**