**Meeting Minutes**

**Details**

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| Location | The Zone |
| Date | 11th March |
| Time | 09:00 |
| Attendees | Chris E, Matthew W, Chris S |

**Agenda Items**

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| Item Number | Item |
| 1 | Sign off missions |
| 2 | Discuss and amend Gant chart |
| 3 | Discuss risk assessment |
| 4 | Discuss Code of conduct |
| 5 | Assign actions |
| 6 | AOB |
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**Minutes/Discussions**

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| Item number | Summary of minutes/actions going forward | Owner |
| 1 | Went though missions agreed to current assignment of missions Action for Chris E to send to Dan (action Log A3) | Chris E |
| 2 | Added dates added for the Add data mission, No issues with current plan, discussed that there was not much room for contingency (1 week) but also have the 3 week Easter break where we might be able to speed up work | N/A |
| 3 | Agreed more item are needed, All to send Chris E any potential risks and Chris E to add to table actions A4 | Chris E |
| 4 | Chris E to finish COC with all to sent via what’s app and thing they would like included, review and sign off in next meeting Action A5, | Chris E |
| 5 | Chris E to set up discord, all to set up Git, project ideation, COC and risk assessment, Chris E to amend the COC to reflect these changed (See action log) | See action log |
| 6 | Chris S asked Matt how he thinks testing would go, Matt discuss what his thoughts were (not in scope for this meeting), Matt raised issues of meeting date, Friday Morning is better for all and better time in the week to do work, Chris E to also update COC to reflect that we will be agree meeting dates during the meeting for the next week. due to all members having child care issues. (  See action A9) | N/A |

**Items for next meeting**

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| Review outstanding action |
| Discuss ongoing external commitment (that might impact this project) |
| Review progress |
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Other notes (if applicable)

NEXT MEETING DATE – Friday 20th March 9am Zone