**Meeting Minutes**

**Details**

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| Location | Remote Via Discord |
| Date | 27/03/2020 |
| Time | 19:00 |
| Attendees | Chris E, Matt W, Chris S |

**Agenda Items**

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| Item Number | Item |
| 1 | Review actions (all prev meeting minutes are on action log) |
| 2 | Review Gnatt chart |
| 3 | Discuss ongoing external commitment (that might impact this project) |
| 4 | Review meeting with Matt (this was on Tuesday 21st march) |
| 5 | Review of our github (matt to cover off) |
| 6 | Review Requirements doc |
| 7 | Review of work this week |
| 8 | Assign requirements owners |
| 9 | AOB |
| 10 | Round the table review of work or concerns |
| 11 | Set any items for next meeting and agree meeting time |

**Minutes/Discussions**

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| Item number | Summary of minutes/actions going forward | Owner |
| 1 | Reviewed actions | N/A |
| 2 | Review Gnatt chart and discussed where we are. We are still on target but discuss might fall behind soon | N/A |
| 3 | Matt raised issue of unwell dog, this may cause issue with meeting times or attendance, no action needed, review as and when based on risk assessment | N/A |
| 4 | Discussed meeting with mat not much said as meeting was mainly a check in as all attended |  |
| 5 | Matt Went through the basics of git hub for Chris E. 2 action set during this, (A13 and A14) Matt to own the github for the team and also to set up three files for us to cod our requirements | Matt  W |
| 6 | Reviewed document assigned requirements for each team member, action set (A16, A17, A18) to complete assigned requirements | All |
| 7 | Reviewed work, Matt W mainly worked on his solution design, Chris S worked on ideation, Chris E has kept the docs for the project management up to date. |  |
| 8 | Reviewed requirements doc (set up earlier in the week |  |
| 9 | none |  |
| 10 | N/A |  |
| 11 | See below |  |
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**Items for next meeting**

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| Review of ideation |
| Review assigned requirements |
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Other notes (if applicable)

Next meeting remotely via discord 10am Friday 3rd April