**Meeting Minutes**

**Details**

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| Location | Remote Via Discord |
| Date | 03/04/2020 |
| Time | 10:00 |
| Attendees | Chris E, Chris S, Matthew W |

**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 Requirements doc (and this weeks run) |
| 5 | Review of ideation |
| 6 | AOB |
| 7 | Round the table |
| 8 | 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 | Action reviewed, (see log) | N/A |
| 2 | Discussed that we are still on timeline but close to falling behind as the requirements need coding by this Sunday. Discussed options if we fall behind, including scrapping a 2nd run or reducing the second run to 1 week. All still hopeful we can stay on target. | All |
| 3 | N/A | N/A |
| 4 | Reviewed doc | N/A |
| 5 | Discussed ideation, Chris S has emailed Lecturer and waiting for reply to move it forward and complete | N/A |
| 6 | None | N/A |
| 7 | No concerns | N/A |
| 8 | See below |  |

**Items for next meeting**

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Other notes (if applicable)

Next meeting remotely via discord 10am Friday 10th April