**Meeting Minutes**

**Details**

|  |  |
| --- | --- |
| Location | Remote Via discord |
| 10/04/2020 | 10/04/2020 |
| Time | 10:00 |
| Attendees | Chris E, Chris S, Matthew W |

**Agenda Items**

|  |  |
| --- | --- |
| 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/discuss run 1 work |
| 5 | Discuss testing plan/ set actions relating to it |
| 6 | AOB |
| 7 | Round the table |
|  |  |
|  |  |

**Minutes/Discussions**

|  |  |  |
| --- | --- | --- |
| Item number | Summary of minutes/actions going forward | Owner |
| 1 | Actions reviewed and closed off or extended where needed | N/A |
| 2 | Gantt chart reviewed, we discussed falling behind slightly but Chris E to rearrange the chart and notes to try and use up the 2 week run 2 window (action A20) | Chris E |
| 3 | Discussed other assignments etc Chris E work commitment might get in the way also (not sure what shift he will be working as now able to work form home) | N/A |
| 4 | Discussed, set target of Thurs to review and do run2 based on Matt W testing outcome. Chris E to chase and then arrange meeting for thurs 10:am. Chris swan to finish his requirements by Sunday, matt to start working on his testing |  |
| 5 | As above – discussion coved both points |  |
| 6 | No AOB |  |
| 7 | Covered everyone actions |  |
|  |  |  |
|  |  |  |

**Items for next meeting**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

Other notes (if applicable)

Next meeting due 17th 10:00 am