**Meeting Minutes**

**Details**

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| Location | Remote via Discord |
| Date | 17/04/2020 |
| Time | 17:30 (changed from 10:00 last night) |
| 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 Mathews testing outcomes |
| 5 | Set time to set up next iteration of requirements |
| 6 | AOB |
| 7 | Round the table |

**Minutes/Discussions**

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| Item number | Summary of minutes/actions going forward | Owner |
| 1 | Actions reviewed and closed off or extended where needed (all action on the action log) |  |
| 2 | Gnatt chart reviewed. Chris E still to make some amendments from last week to re jig timeline |  |
| 3 | No concerns (other than already mentioned) |  |
| 4 | Reviewed Matthews doc (now on google drive) |  |
| 5 | Set time of 10:00 Sunday morning (19th April) |  |
| 6 | No AOB |  |
| 7 | Covered everyone’s actions |  |

**Items for next meeting**

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Other notes (if applicable)

Next meeting due Friday 24th April 10:00 am