# Meeting Minutes – Tuesday 21 March 2023

## Time: 6:00 PM

## Attendees

* Clare Strik
* Jack Footner
* Sam York

## Agenda

1. Welcomes
2. Assign scribe for meeting
3. Discuss Changes to Team Charter
4. Create/Update Iteration Plans to match Iterations instead of Phases
5. Discuss Diagrams
   1. Mermaid to match DPI
6. Discuss agenda for next meeting

## Decisions Made

1. All attendees present
2. Sam to scribe the meeting
3. Include hard limit of same day for responses, buddy system already covered in Team Charter
4. Update estimated hours for work items, add screenshots to repo showing evidence of system running on local, update due date to Mon 27 MAR 2022
5. Agreed to use Mermaid for all diagrams
6. Go through assessment for this iteration and look into next iteration

## Other Notes