**Team Software Project**

**Meeting held at 1pm, Friday 03/03/2023**

**60 Minutes**

1. **Welcome**

Cooper

1. **Apologies for absence**

Inthuyan Makenthiran – No excuse

Md Toriqul Islam

Al-Wahid Jawad

1. **Minutes of the previous meeting, 65**
2. **Discussion of agreed points from agenda**

|  |  |  |
| --- | --- | --- |
| **Member** | **Role** | **Task(s)** |
| Cooper | Team Leader  Creation of prototype | * Finish Prototype * Help Jawad with Interim |
|  |  |  |
| Xxx |  |  |
| xxx |  |  |

* **Action:** Barry to carry out research into e-commerce websites for video games and report on findings in next meeting.
* **Action:** Joe to research into different prototyping platforms and report on those that can be used for project. Team will discuss final choice after next meeting.
* **And so on…**

1. **Each point to reflect each key discussion point, as necessary**

* Make notes as necessary, as above.

1. **Date of next meeting:** Determine a suitable date for next meeting and confirm here.
2. **Any other business**

Note any other points made before meeting ends.