**Team Software Project**

**Meeting held at 1pm, Friday 24/2/2023**

**65 Minutes**

1. **Welcome**

Cooper Lynn

Md Toriqul Islam

Inthuyan Makenthiran

1. **Apologies for absence**

Al-Wahid Jawad – Exceptional Circumstances Trip

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

Cooper Lynn is finishing off prototype on Scratch

Toriq is

|  |  |  |
| --- | --- | --- |
| **Member** | **Role** | **Task(s)** |
| Cooper | Team Leader | * Start creating prototype for project and start code. |
| Toriq |  | * Create a Gantt Chart |

* **Action:** Cooper to finish prototype

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

* Make notes as necessary, as above.

1. **Date of next meeting:** 3/2/2023
2. **Any other business**

Note any other points made before meeting ends.