Meeting Minutes

Date of meeting: 15/01/2021

Time of Meeting: 10:30

Attendees: Daniel Bailey (Developer), Paul Howarth (Client)

Apologies from: None

Item 1: Design Document and Task Breakdown

* Developer discussed design document and feature breakdown
* Client agreed to review and give feedback

Item 2: Jira Backlog

* Discussed Jira backlog creation from Task Breakdown
* Developer added client to Jira for task tracking and progress updates

Item 3: Arranging further meetings and communication

* Developer and Client agreed to have bi-weekly meetings for progress updates
* Weekly emails will be sent on sprint completion to showcase progress and allow for Client feedback

Item 4: Layout tasks for coming sprint

* Developer discussed thoughts on tasks to be completed first in case Client preferred another area of focus
* Client agreed on Player movement and book collection/ returning being next sprint focus

Meeting End Time: 10:45