# MONTHLY MINUTES

## Date

30/05/2024

## Type of Meeting

Monthly meeting

## Attendees

Phoebe Cooney

Sebastian Baszczyj

Brody Frost

Ryan Saunders

Luke Pearson

## Actions from last Meeting

* Once a month to update the shared Google docs.
* To let our teammates know if you aren't available.
* Take a snapshot for VMs regularly.
* We discussed about what progress we had done,
* we also spoke about our budget and the critical tasks that needed to be completed as soon as possible.
* We had a chat about the report template.
* Determined how much progress we have made in percentage.
* Discussed on project variation, there was no discussions on risks.
* Discussion of procurement and editing of Gantt chart

## New Actions/Issues moving forward

* Double up of roles
* Ask for help if struggling
* Encourage members to come to class – attendance
* Attendances
* Asking for more help
* Better assigning of roles

## Trello Screen shots

A screenshot of a computer

Description automatically generated

## GitHub Screen Shots.

A screenshot of a computer

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