**Software Engineering G6046**

Record of a team meeting – template document (adapt as you see fit)

| **Team Number** | 1 |
| --- | --- |
| **Names of team members present** | Henry, Carys, Conor, Louis, Callum |
| **Meeting format** | Physical |
| **Date and time** | 06/02/2025 |
| **Meeting co-ordinator** | Henry |

1. **Matters to note from last meeting**

Initial idea for the week on/week off sprints has been changed a little. No weeks off, instead testing for the previous sprint will be done in concurrency with the current sprint.

Additional team member added to our original 5 from last week - James Bardell

1. **Issues discussed at this meeting**

Today we set up Github so that code and documentation is remotely accessible for all to upload/download, make changes etc. A more formal sprint plan has been implemented. This will consist of 5 sprints, the first spring beginning today, and we’ve created a PERT diagram to illustrate the structure and time periods of our development. Detailed plans for this week were discussed between Callum and I, as a code merge will be implemented next sprint, so consistency across variables and structure is key during this sprint. Louis has begun to create a risk register for the first sprint, which will then be tested by Conor at the end of the sprint. We believe that this sprint will be completed within a week, give or take a few days which will be further discussed in the sprint documents and PERT diagram. Addition of a new team member brought along discussion about where his skills were best needed. He was not present today, so this issue is being put on hold.

1. **Decisions agreed at this meeting**

* Details about this week’s sprint and the whole team’s exact roles and responsibilities to get this delivered on time to a good level of quality.
* What risks Louis would discuss on his risk register for this sprint and what the developers can do to minimise risk
* Sprint structure over the course of the entire project.
* Work split between Henry and Carys - who are both working on the UI and design.
* Team role for James Bardell - most likely assisting Louis and Conor on documentation - this gives a 50/50 split in our team between documentation and coding.

1. **Date of next meeting**

10/02/2025

**END**