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| **Group Name:** | Group 26 | |
| **Date of Meeting:** | 19/10/2022 | |
| **Start Time:** | 1pm | |
| **End Time:** | 1.40pm | |
| **People Present:** | | |
|  | Tana | Chinmayee |
| Joseph | Matthew Estienne |
| **People Absent:** |  | **Reason:** |
| Sonali | Sport commitments |
| Euan | Sport commitments |
|  | Upenyu | Work commitments |
|  | Em |  |
| **Topics Discussed:** | | |
| * **Meeting with group Mentor** * Team Dynamics and Workload Management * We are being proactive so far but Matthew warned against complacency, concerns were directed to the number of absentees however we explained most were expected. We then discussed how it’s important to use everyones strengths effectively and then support people where it’s needed. * **Class Diagram Plan** * Matthew looked over the plan for our class structure, seemed positive but he hadn’t had a chance to read the spec for himself so couldn’t fully picture the requirements. Pointed out that different aspects of the implementation will require different skills sets and also that issues or ideas we haven’t thought of now will arise down the road so be flexible to adaptations or changes. * Highlighted that although this planning stage is mainly for coursework, it will help enormously down the road with implementation later. * Matthew is available at the same time each week and highlighted that he’s there for us not just as a group but also individually if needs be. | | |
| **List of progress:** | | |
| * Meeting with Academic Mentor took place successfully with good feedback going forwards | | |
| **To Do List:** | | |
| * Actions carried forwards from previous minutes: * Complete CRC and Class Diagrams for Friday 21st Oct. | | |