**Meeting**

Date: 14/2/2020

Time: 9:00am – 1pm

Location: Babbage 208

Attendees: Joseph Stephens, Marc Rasell, Amoata Eyorekon

Actions

* Prepare for presentation by finalising user stories, product vision, risk assessment and roadmap.
* Delegate coding responsibilities.
* Decide upon common theme/layout.
* Uploaded and updated backlog on the repository.

Backlog

* Create new account
* Login
* Flight search
* Flight booking

Apologies

Jack sends his apologies for non-attendance due to personal reasons.