**Meeting details**

Date: 7/2/20

Time: 09:00 – 10:30

Location: Babbage 208

Attendees: Joseph Stephens, Marc Rasell, Amoata Eyorekon

**Roles**

Product owner

Jack Edwards

Amoata Eyorekon

Scrum master

Joseph Stephens

Technical lead

Marc Rasell

**Actions (this meeting)**

* Decided on our roles.
* Decided to do the Security scenario. It will be a MVP flight application.
* Formed initial user stories.
* Set up GitHub repository
* Set up Trello team boards

**Actions (before next meeting**)

* For everyone to create a list of functionality and non-functional requirements.
* Think about potential risks to form an initial risk assessment.

**Next meeting details**

Date: 14/2/20

Time: 09:00 – 10:30

Location: Babbage 208

**Apologies**

Jack sent his apologies for not attending due to personal reasons.