# Meeting Agenda

Attendees:

* Colin Stock: s3922272
* Gesina Sands: s3921234
* Liane Wong: s3923671
* Michail Christofis: s3923089
* Samuel Saad: s3922640
* Tai Tran: s3918375

**Item 1 (10 minutes)**

* Everyone’s update’s (what are you currently working on)
* can we have most of written requirements done by next week should we assign someone to edit or just ask everyone to agree when doc is ready
* Colin –
* Sam –
* Gesina –
* Tai –
* Liane –
* Michail –

**Item 2 (10 minutes)**

* Script will be further finalised by 07/11/2021 to allow for all of us to speak for around a minute (please if you have an order preference let me know)
* First demo of video could it be done by Thursday 11/11/2021? Due date of everything is the 21/11/2021.

**Item 3 (5 minutes)**

* did everyone look at the link Liane sent for the planning methods
* <https://project-management.com/agile-vs-waterfall/>
* can we all agree that we are adopting a more Agile method of development

**Open Issues**

**(5 minutes)**

Is everyone happy with the aim to try have most of written work done by week 11 so week 12 is simple edits/uploading your work to the website?

**(5 minutes)**

Anything else anyone would like to talk about that wasn’t brought up?

**Reviewing Tasks**

**(5 minutes)**

Gesina shares screen and goes through the actions for everyone to allow everyone to know exactly what everyone is doing.

Minutes submitted by: Gesina Sands

Minutes approved by: