agenda

# Introduction to the Project

16/9/2020

0900 - 0940

Meeting called by: Ross

Attendees: Aiden, Iain, Jak, Ross, Stefan

1. Summary of Previous Meeting: N/A (First Meeting)
2. Group Introduction
3. Agenda

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| Time | Event | **Notes** |
| 0900 | Submitting Team | All members have been added to a GitHub repository created by Jak.  Decide on team/group name: TopShooter  Jak will submit our team information to or lecturer, via link in vision. |
| Time | Event | **Notes** |
| 0910 | Creation of Project | All members present discussed ideas and have decided on one idea that they are happy go ahead with.  Jak will create a brief for our project, that will be viewed by both the group and the lecturer. |
| Time | Event | **Notes** |
| 0930 | Next Steps | All team members will create a checklist, which will then be used for the creation of a project plan and used as a guide for our project.  Once checklist has been created, all team members will can make a start with the creation of the project. |

## Additional Information:

Original meeting time was *9am Wednesday*. New meeting time, as of the next meeting is *Wednesday 12pm* to suit everyone’s needs