**Meeting Agenda**

|  |  |
| --- | --- |
| Meeting No: | 1 |
| Date: | 02/03/2021 |
| Time | 18:30 |

|  |
| --- |
| Meeting Objective(s) |
| 1. Introductions 2. Project specifications 3. Team roles 4. Next meeting |

|  |
| --- |
| Attendees |
| Subsin Sriprasert  Humza  Nishan  Saif Zuqaili  Arya Diznabi  Dohyun Lee |

|  |  |
| --- | --- |
| Meeting outcome(s) | Time |
| 1. Introductions - Members of the team introduced themselves and listed their skills and qualifications (note: transcripts of the meeting were saved for members not available  to meet at the specified time - they will introduce themselves later on) | 18:30 - 18:45 |
| 2. Project specifications - The programming language was decided as JAVA, subject to further meetings (JAVA was selected due to ease of use and familiarity within members of the group).  Project was broken down into components. | 18:45 -18:55 |
| 3. Task roles - team was split into two, one section to focus on the design aspect whilst the other focused on the programming. The teams were:  Programming - Arya, Dohyun(Charles),Humza, Geonwoo, Sam.  Design – Saif, Nishan, Subsin | 18:55 - 19:17 |
| 4. Next meeting - Next meeting will be held 07/03/2021 17:00 on discord, going into specific tasks for each group. Required reading for group: assignment brief | 19:18 - 19:28 |