

# Lima Group Meeting Minutes

**Date** 27/09/24

**Notetaker** Caitlin, Holly

## Attendees

Holly

Fariha

Haziel

Piotr

Caitlin

Rebekah

Andreas

Dermot

## Discussion

---

**Topic** Sprint meeting

### Notes

- ❖ Scrum Master assigns us all tasks in teams for learning software tools and creating design documents such as personas, navigation map, and wireframes
  - See sprint meeting for more details
- ❖ Finalised brief - need to submit brief today
- ❖ Need to do more in depth research on security and accessibility
- ❖ Implementation will begin next week
- ❖ We need to ask about annotations and obtaining pictures of pages

### Action List

#### Action Item

- ✓ Send the brief to client for approval
- ✓ Ask client questions
- ✓ Sprint Responsibilities

#### Person responsible

Haziel  
Haziel  
Everybody

#### Deadline

Today  
Today  
End of the week

---

**Topic**

### Notes

❖

### Action List

#### Action Item

✓

#### Person responsible

#### Deadline

---

Topic

Notes



Action List

Action Item

Person responsible

Deadline



---

***Other Information***

To do:



Next Meeting: