**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** | | **Person responsible** | **Deadline** |
| --- | --- | --- | --- |
| * Send the brief to client for approval * Ask client questions * Sprint Responsibilities | | Haziel  Haziel  Everybody | Today  Today  End of the week |

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| Topic |  |
| --- | --- |

### Notes

### Action List

| **Action Item** | | **Person responsible** | **Deadline** |
| --- | --- | --- | --- |
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| Topic |  |
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### Notes

### Action List

| **Action Item** | | **Person responsible** | **Deadline** |
| --- | --- | --- | --- |
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# ***Other Information***

**To do:**

**Next Meeting:**