

Minutes

1. Present

Names: Jesse Batt, Hüseyin Sert, Dan Steer, Harry Marcks

2. Absent

Names: N/A

3. Greetings

4. Look over previous meetings minutes

Acceptable and correct (y/n): Y

5. Look over Kanban Board

a. What have we done?

- Coding Standards Document
- Peer reviewed majority of documents
- Initial hardware introduction in lab work

b. What have we left?

- Review for BPM SDLL

c. Is anything blocked?

- Not familiar enough with hardware to begin any significant implementation

6. Glad, Sad, Mad

a. Glad

- Glad we're getting hands on with hardware
- Board 2.0

b. Sad

- Lost initial Kanban board
- Lack of sweets (sugar levels are a cause for concern)
- Living in fear of Harry's self destructive document tendencies

c. Mad

- Lost board

7. Actions

a. Start

- Work on chosen tasks
- Creating more tasks in advance

b. Stop

- N/A

c. Keep

- Reviewing on time as we have been
- Good work ethic ie no time wasting

8. Any other business (AOB)

N/A

9. Next meeting

Date: 15/11/18

10. Goodbyes