Minutes

1. Present

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

1. Absent  
   ***Names:*** N/A
2. Greetings
3. Look over previous meetings minutes  
   ***Acceptable and correct (y/n): Y***
4. Look over Kanban Board
   1. What have we done?
      * Coding Standards Document
      * Peer reviewed majority of documents
      * Initial hardware introduction in lab work
   2. What have we left?
      * Review for BPM SDLL
   3. Is anything blocked?
      * Not familiar enough with hardware to begin any significant implementation
5. Glad, Sad, Mad
   1. Glad
      * Glad we’re getting hands on with hardware
      * Board 2.0
   2. 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
   3. Mad
      * Lost board

1. Actions
   1. Start
      * Work on chosen tasks
      * Creating more tasks in advance
   2. Stop
      * N/A
   3. Keep
      * Reviewing on time as we have been
      * Good work ethic ie no time wasting
2. Any other business (AOB)

N/A

1. Next meeting  
   ***Date:* 15/11/18**
2. Goodbyes