Minutes

1. Present

***Names:*** Dan, Huseyin, Jesse, Harrison

1. Absent  
   ***Names:***
2. Greetings

Everyone says “hi”!

1. Look over previous meetings minutes  
   ***Acceptable and correct (y/n): y***
2. Look over Kanban Board
   1. What have we done?  
      -Acceptance tests in progress

-Low level designs in progress

-Reviewed the high level design, everyone is happy with it

* 1. What have we left?  
     -Still need to review AT/human interface

-Still need to review AT/menu

-Still need to come up with the requirements for the BPM

* 1. Is anything blocked?

-The task identification is blocked - needs the low level designs of the components

1. Glad, Sad, Mad
   1. Glad  
      -We now have a better issue tracking being used

-Nice, stable working schedule

* 1. Sad  
     -Not enough progress made this week due to some members being ill
  2. Mad  
     -We are mad that members illnesses are not within are control

1. Actions
   1. Start  
      -Keep up with each weeks work

-Start picking up tasks for ourselves and update the issue tracking facilities accordingly

* 1. Stop   
     -Stop wasting time talking about doing work and start actually doing the work
  2. Keep

-Keep updating the issue tracking to let other members know what you are working on

1. Any other business (AOB)  
   -N/A
2. Next meeting  
   ***Date:*** 25/10/2018

Chair: Dan Steer

1. Goodbyes