**Agenda**

Assignment 3 review

tasks/roles assigned

continue on with 2 weekly team meetings

assignment 3 and 5 are part of each other, due 22/8

assignment 4 is also due this date, but is individual

any topics we need clarity on from tutor

**Minutes 21/7/21**

* Happy to stay with 5 members
* Continuing on with 2 teams
* Nick to still lead and Justin to still do minutes
* Use GitHub for minutes and agenda
* Assignment 3 details
* Assignment/project roles
* Touched on A5

**Group tasks**  
Team Profile  
Tools  
Roles  
**Individual Tasks**  
Overview - Justin  
Aim- Josh  
Scope and limits - 1/2 page to a page - Simon  
Tools - 1/2 a page - Simon  
Testing - 1/2 page to a page - Nick  
Timeframe - Nick to do based on groups input  
Risks - Justin to do based on groups input  
Group processes and communication - Josh  
Skills and Jobs - Shang to do based on groups input