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| --- | --- | --- | --- |
| **Meeting number** | 1 | **Date** | 14/FEB/2012 |
| **Team Name** | SegFault Software | **Team ID** | 7 |
| **Author** | Mark Robinson |  |  |
| **Attendance** | **Name** | **Attendance** | **Reason for not attending** |
| Thomas Hughes | 🗶 | Other |
| Mathew Ryder | 🗶 | Medical |
| Mark Robinson | ✓ | N/A |
| Peter Ellsum | ✓ | N/A |
| **Purpose of meeting** | To introduce Peter to the group and ascertain project progress | | |
| **Notes** | Introduced Mark to Peter  Delegated work to Peter  Unable to ascertain project status due to not all group members being present | | |
| **Decisions** | Peter will be responsible for the Risk Assessment | | |
| **Duration** | 00:10:00 (HH:MM:SS) | | |

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| --- | --- | --- | --- |
| **Meeting number** | 2 | **Date** | 22/MAR/2012 |
| **Team Name** | SegFault Software | **Team ID** | 7 |
| **Author** | Mark Robinson |  |  |
| **Attendance** | **Name** | **Attendance** | **Reason for not attending** |
| Thomas Hughes | 🗶 | Medical |
| Mathew Ryder | 🗶 | Interview |
| Mark Robinson | ✓ | N/A |
| Peter Ellsum | 🗶 | Medical |
| **Purpose of meeting** | Sign off documentation | | |
| **Notes** | Documentation has been signed off  Other group will not implement:   * Speech to text * Dynamic incorrect answers * Networking * 50/50 test option | | |
| **Decisions** | Documentation was signed off | | |
| **Duration** | 00:15:00 (HH:MM:SS) | | |