**Team 15**

**Meeting Minutes**

**17/02/20**

**Opening:**

The regular meeting of Team 15 was called to order at 8:00 PM on February 17th 2020. The meeting was taken via phone call, with four members together on one end and the remaining member at the other end.

**Present:**

Bayley Cowen-Seagrove  
 Ellis Tulloch  
 Jack Lewis  
 Kobbie Mike Tabi  
 Thomas Senyah

**Absent:**

None

**Business from the Previous Meeting:**

This is the first meeting of the project, therefore there is no previous business.

**New Business:**

Assignment of roles:

The main port of call for the meeting was to assign each member a main role in the project, of which they will oversee for the full duration of the assignment.

The unanimously agreed-upon roles and their overseers were:

* Research – Bayley Cowen-Seagrove
* Report building & documentation – Ellis Tulloch
* Design – Jack Lewis
* Risk analysis & requirements – Kobbie Mike Tabi
* Programming – Thomas Senyah

Execution of the Planning Stage:

Jack Lewis explained his opinion on the need to start the planning stage of the project as soon as possible. He mentioned that the team should go about initially producing a Gantt and/or PERT chart so that each member had a clear idea of their role and the kind of expectations and time constraints that came with it, as well as a better understanding of the general flow of the project. Ellis Tulloch offered to develop the Gantt chart, however this motion was disagreed with by Jack Lewis, who stated that he and Kobbie Mike Tabi would be better suited for the task due to the knowledge they had picked up in their Professional Skills module. This point was happily accepted and agreed upon by the whole team.

Setting-up of GitHub Repository & Google Docs

Jack Lewis raised the point that the GitHub and Google Docs projects should be created and organised as soon as possible, so that the team could have a central location for storing and sharing files and logging any progress made. This notion was agreed on by the whole team.

Requirements

Kobbie Mike Tabi recommended to the team that recommendations should be started on, and that he’d take responsibility for developing some functional and non-functional requirements before the next meeting. This idea was agreed with unanimously.

**Additions to the Agenda:**

Bayley Cowen-Seagrove made a motion that the team should look to continue the project by undertaking some research into how the team should go about producing a good solution to the task. He proposed that each member chooses an area of research to gather some information and opinions on, to be brought to attention at the next meeting. All members agreed with the motion, and it was added to the agenda for the next meeting.

**Agenda for Next Meeting:**

Review of Gantt/PERT chart structure  
 Collation and reporting of research findings  
Discuss progress with requirements

**Adjournment:**

Meeting was adjourned at 8:38 PM. The next general meeting will be at 6:00 PM on 24th February 2020, again via phone call.

Minutes submitted by: Ellis Tulloch