**Team 15**

**Meeting Minutes**

**04/05/20**

**Opening:**

The regular meeting of Team 15 was called to order at 8:00 PM on May 4th 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:**

Coding & Sprint Documentation

Thomas Senyah and Ellis Tulloch were able to finish the fourth sprint cycle, including the documentation.

Research

Bayley Cowen-Seagrove stated that whilst he’d been able to produce a working Java prototype of AI, he explained to the team that implementing the AI into the software project within the given context would prove difficult and might not get completed.

User Guide & Evaluation

Kobbie Mike Tabi explained that he had begun making good progress on the user guide and evaluation documents, and that he’d be sure to mention the problems raised by Bayley in the report.

**New Business:**

Coding & Sprint Documentation

With the fifth sprint cycle relating solely to the implementation of the AI, which now looked like would not be a possibility, the progression onto the fifth sprint cycle would not be possible, even with the extended deadline due to COVID-19 complications.

User Guide & Evaluation

Mike stated that he would look to finish the user guide and evaluation documents within the next few days, mentioning that he didn’t think he’d have too much issue with doing so.

Revisiting Documentation & Code

With the team agreeing that the completion of the fifth sprint cycle would have to be abandoned, the team decided that the next week and a half by going back over the report and documentation that had so far been completed up to this point, and make as many necessary improvements and alterations as possible to ensure the final deliverable was up to as good a possible standard.

**Agenda for Next Meeting:**

**Adjournment:**

Meeting was adjourned at 8:23 PM. This meeting is expected to be the last general meeting for the project, and so therefore no following meeting was scheduled.

Minutes submitted by: Ellis Tulloch