|  |  |
| --- | --- |
| **Minutes (Week 3 - 15/08/2019 )** | |
| **Title** | **Team meeting with client and supervisor** |
| **Attendees** | **Stijn Dekeyser, Jesse Hare, James Mackeown, Vincent Roberts, Richard Dobson, Ryan Sharp** |
| **Apologies** |  |
| **Location** | **Zoom Video Conference** |
| **Agenda** | **Obtaining client requirements**  **Seek Technical advice**  **Discuss progress on Project Plan** |
| **Decisions and Memos** | **Final Project plan components to be delivered by 8pm 16/08/2019**  **Bi-weekly meetings for both front-end and back-end teams will commence from start of development**  **Document client requirements asap** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Check for Last Week** | | | | |
| **Task** | **Criteria** | **Who** | **Due** | **Completed (Y/N)** |
| 1 | Complete Project Plan | ALL | 16/8/2019 | N |
| 2 | Schedule Meeting with Technical Supervisor | ALL | 20/8/2019 | Y |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **New Tasks Allocation in This Week** | | | |
| **Task** | **Description** | **Who** | **Due** |
| 1 | Complete Project Plan | ALL | 16/8/2019 |
| 2 | Commence Project Development | ALL | 25/8/2019 |
| 3 | Hold another Team Meeting | ALL | 25/8/2019 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |