|  |  |
| --- | --- |
| **Minutes (Week 4 - 20/08/2019)** | |
| **Title** | **Team Meeting** |
| **Attendees** | **Jesse Hare, James Mckeown, Vincent Roberts, Richard Dobson, Ryan Sharp** |
| **Apologies** |  |
| **Location** | **Zoom Video Conference** |
| **Agenda** | **Discuss various aspects of development/design**  **Organise starting times for project development** |
| **Decisions and Memos** | **Work will commence as of the 1st of September as all team members will be ready to undergo development** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Check for Last Week** | | | | |
| **Task** | **Criteria** | **Who** | **Due** | **Completed (Y/N)** |
|  |  |  |  |  |
| 1 | Complete Project Plan | ALL | 16/8/2019 | Y |
| 2 | Commence Project Development | ALL | 25/8/2019 | Y |
| 3 | Hold another Team Meeting | ALL | 25/8/2019 | Y |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **New Tasks Allocation in This Week** | | | |
| **Task** | **Description** | **Who** | **Due** |
| 1 | Prepare to start project development | ALL | 1/09/2019 |
| 2 | Make sure all members have required software to begin development | ALL | 1/09/2019 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |