|  |  |
| --- | --- |
| **Minutes (Week 6 – 2/09/2019)** | |
| **Title** | **Team meeting** |
| **Attendees** | **Jesse Hare, James Mackeown, Vincent Roberts, Richard Dobson, Ryan Sharp** |
| **Apologies** |  |
| **Location** | **Zoom Video Conference** |
| **Agenda** | **Discuss progress on tasks introduced previous week** |
| **Decisions and Memos** | **Need to schedule meeting with client within next month**  **Will produce an early working version of front end as quickly as possible to present to client as a prototype** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Check for Last Week** | | | | |
| **Task** | **Criteria** | **Who** | **Due** | **Completed (Y/N)** |
| 1 | Supply GUI design samples | Jesse, Ryan | 8/09/2019 | Y |
| 2 | Decide on approach for GUI | Jesse, Ryan | 8/09/2019 | N |
| 3 | Decide on metatdata attributes to harvest | Vincent, James, Rick | 8/09/2019 | Y |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **New Tasks Allocation in This Week** | | | |
| **Task** | **Description** | **Who** | **Due** |
| 1 | Decide on approach for GUI | Jesse, Ryan | 8/09/2019 |
| 2 | Schedule meeting with client | ALL | 20/09/2019 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |