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| **Minutes (Week 2)** | |
| **Title** | **Team Meeting 1** |
| **Attendees** | **James Mackeown, Ryan Sharp, Richard Dobson, Vincent Roberts, Jesse Hare** |
| **Apologies** |  |
| **Location** | **Zoom Video Conference** |
| **Agenda** | **Delegation of which team members are to do what parts of the project plan.** |
| **Decisions and Memos** | **Project Plan parts and Team Members designations**  **Introduction and Project Specification: Jesse Hare**  **Project Design and WBS and Task Scheduling: James Mackeown**  **Time and Cost Estimation and Project Schedule : Ryan Sharp**  **Risk Management Plan: Richard Dobson**  **Code of Conduct: Vincent Roberts**  **Conclusions: Richard and Vincent**  **Appendix/References: ALL** |

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| **Task Check for Last Week** | | | | |
| **Task** | **Criteria** | **Who** | **Due** | **Completed (Y/N)** |
| 1 | Set up GIT repo | ANY | ASAP | Y |
| 2 | Set up Slack | ANY | ASAP | Y |
| 3 | Begin Project Plan | ANY | ASAP | Y |
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| **New Tasks Allocation in This Week** | | | |
| **Task** | **Description** | **Who** | **Due** |
| 1 | Complete Project Plan | ALL | 16/8/2019 |
| 2 | Schedule Meeting with Technical Supervisor | ALL | 20/8/2019 |
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