# AGENDA TEMPLATE

Specifics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | 21/04/22 | Start | 1700 | End | 1730 |
| **Room** | **Teams** | **Chair** | **Gabriel Jones** | **Minutes** | **Jack Gale** |

Attendees

|  |  |  |
| --- | --- | --- |
| Gabriel Jones | Jack Gale | Yousef Fares |
| **Dominic Hutchinson** | **Mark Schroeder** | **Emre Altunsu** |
| **Anthony Clapp (o)** |

## Timeline

Timeline

Description automatically generated

## Checklist

|  |  |  |
| --- | --- | --- |
| **Component** | **Who** | **Status** |
| Team Profile | Jack Gale | Ready for GIT |
| Ideal Job | Jack Gale | Ready for GIT |
| Tools |  |  |
| Industry Data | Jack Gale | Ready for GIT |
| IT Work | Mark | Ready for GIT |
| IT Technologies | Yousef (Machine Learning,  Natural Processing Languages)  Gabriel (Cloud Services)  Emre (Cyber Security) | Ready for GIT  Ready for GIT  Ready for GIT  Ready for GIT |
| Project Idea | Dom – body  Mark – further ideas  Jack - vision | In Development |
| Design |  |  |

# Requirements

Team has now completed all writing requirements and can now focus on the design of the website and the prototype.

* Concerns – Balancing the labour between website design and prototype. How do we achieve this without interfering with each other's work.
  + Split each requirement in-half between design and content.
  + Jack & Yousef = Website
  + Gabe, Emre & Dom = Prototype
  + Mark = pdf
* Pairs will meet offline to discuss approach.

# Action Items

|  |  |
| --- | --- |
| Who | Items |
| Gabriel Jones | Prototype |
| Jack Gale | Website |
| Yousef Fares | Website |
| Dominic Hutchinson | Prototype |
| Mark Schroeder | Pdf. |
| Emre Altunsu | Prototype |