

Team Kick-off Meeting – Week 4 + 5

Date: 15 November 2025

Time: 14:30–15:30 (Online)

Platform: UoEO Module Forum / Teams via Outlook

Minute Taker: Lauren Pechey

Meeting Version: v1.0

Agenda

1. Discuss the Status of the Project
2. Provide Feedback and Edits on Work Completed
3. Next steps, meeting dates

Discussion Summary

Topic	Summary	Decision / Action Taken	Owner	Due Date
Team Roles and Responsibilities	Read, review, edit and discuss project progress	Project document needed refining and editing	All Members	Complete
Alternative channel setup	Updated missing students with information discussed in the meeting	Members who could not attend the meeting agreed to catch up on missed work	All Members	Ongoing

Remaining Queries/Unanswered Questions	Assigned a member to ask the Tutor any pending questions	Signed and send to the Tutor	Arianna Poverini	15 November 2025
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Risks / Issues Register

ID	Risk / Issue	Impact	Likelihood	Mitigation / Action	Status
R2	Reduced participation by some team members	Medium	Medium	Members who did not attend sent confirmation of completing their parts of the project	Finished

Next Steps

- Decide on Gherkin's statements, final edits and reliable academic sources.

Sign-off: All attending members agree that these minutes accurately reflect the discussion and decisions.

Name	Signature	Date
Victor A. Angelier	Victor A. Angelier	15 November 2025
Lauren Pechey	Lauren Pechey	15 November 2025

Arianna Poverini	Arianna Poverini	15 November 2025
Ruben Marques	Ruben Marques	15 November 2025
Hristo Todorov	Hristo Todorov	15 November 2025