



## 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 |
|--|--|--|-------------|----------|
| <b>Team Roles and Responsibilities</b> | Read, review, edit and discuss project progress                    | Project document needed refining and editing                               | All Members | Complete |
| <b>Alternative channel setup</b>       | 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  |

|   |  |                              |                  |                  |
|---|--|------------------------------|------------------|------------------|
| <b>Remaining Queries/Unanswered Questions</b> | Assigned a member to ask the Tutor any pending questions | Signed and send to the Tutor | Arianna Poverini | 15 November 2025 |
|---|--|------------------------------|------------------|------------------|

## 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 |