**Team Knuth Meeting**

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| Meeting called By | Ryan Pickering | Meeting Number | 1 |
| Attendees | Matthew Pritchard, Ryan Pickering, Ethan Roe | Apologies | Matthew Randle |
| Time | 11:00 – 13:00 | Time Keeper | Ethan Roe |
| Date | 08/02/2019 | Location | Northumbria University Library |

Agenda Items

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| 1. Examine the Project Specification | |
| Time Duration | 11:00 – 11:20 |
| Discussion |  |
| Conclusions |  |

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| 1. Decide on the group section for the skills audit | |
| Time Duration | 11:20 – 11:40 |
| Discussion | Discuss which skills should be focused on for the group section of the skills audit. |
| Conclusions | We decided on Team Work and Java Programming as being the first 2 skills for group section, as these two skills will be the most used throughout the assignment. Each member of the group went on to contribute towards 14 more skills. |

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| 1. Discuss the assignment missions | |
| Time Duration | 11:40 – 12:00 |
| Discussion | Look into more detail on each assignment mission. Each team member should begin to think about which missions complement their skills and which missions they would like to do. |
| Conclusions |  |

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| 1. Decide on a draft version of who will complete each mission | |
| Time Duration | 12:00 – 12:30 |
| Discussion | Each member of the group should list out which missions they would feel comfortable with and which missions they wouldn’t. |
| Conclusions | Ryan, Matthew and Ethan all decided on a selection of missions which they would be comfortable with. There were some missions left over which could be decided on as being group missions, and there was also some missions left over which could be taken up by Matthew Randle in the next team meeting. |

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| 1. Set up a GitHub repository for the assignment | |
| Time Duration | 12:30 – 12:45 |
| Discussion |  |
| Conclusions | A GitHub Repository was set up, with Ethan Roe, Ryan Pickering and Matthew Pritchard being added to the repository. |

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| 1. Set up a Google Drive folder for the assignment | |
| Time Duration | 12:45 – 13:00 |
| Discussion |  |
| Conclusions | A Google Drive shared folder was set up for the assignment, and all members of the team were added. |

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| Action Owner | Action Items | Date to be completed by |
| Matthew Randle | Matthew Randle should be added to the repository.  Be added to the draft when he has decided on which missions he would prefer to take.  Read the missions to become familiar with what is required from the assessment, and to be able to inform the group of which missions he would prefer to complete. | 15/02/19 |
| All Team Members | Each team member should think about what skills will be needed for the assignment, and what methods we could use to work better as a team. | 15/02/19 |

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| Any Other Business |
| Matthew Randle should read through the assignment and decide on which missions he will be most comfortable with by the next team meeting. |