

MEETING MINUTES

Date: 05/20/23 — Start: 9:00am BST — End:11:00am

Group: 2

Attendees:

- Andrea
- Emmanuel
- Michael
- Wang

Discussion points:

- Detailed assignment analysis.
- It was agreed to ask for more information about what cis included in the words count.
- Assignment roadmap discussion.
- It was decided to develop the requirements first (this week's objective).
- Develop a task list for the project (this week's objective).
- It was agreed that the team members could develop more if the goals were easily reached, updates on this via WhatsApp.
- The team will keep working on the existing Google Drive directory.
- It was agreed as a practice to not delete anyone's work but to comment and add your own as an alternative.