

# MEETING MINUTES

Date: 03/06/23 — Start: 9:00am BST — End:11:00am

Group: 2

## Attendees:

- Victoria
- Emmanuel
- Michael
- Wang

## Discussion points:

- Discussed Gherkin statements and how to create Gherkin statements
- Agreed that Victoria, Andrea and Emmanuel to work on Gherkin statements
- Decided to separate out tasks before the next meeting and adding all the work into one document
- Michael and Wang agreed to combe both the hardware and software plans
- Discussed Harvard referencing and ensuring all work is referenced correctly
- Decided that an assumption is that all tools (IDE etc) we need for the project are available
- Reviewed the bill of materials and the components selected
- Defined the scope of work (deliverables) and what tasks will be assigned to different team members in the project
- Reviewed effort estimates, costing (hardware, software and labour) and present these in the form of Gant charts
- Michael and Wang agreed to review costing/budget over the next week