**GROUP ASSIGNMENT – MEETING MINUTES**

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| **Module Name** | **CSCK541 Module 2** |
| **Assignment Name** | **End of Module Assignment** |
| **Assignment Due Date** | **Monday, 18 March 2024, 11:59 PM** |
| **Team Name** | **Group C-O365-Team** |

Please, list your team members’ names in the table below and their respective roles.

Depending on the project, roles could be represented by specific tasks (i.e., tests/reviews), sections (i.e., poster sections), or anything else that explicitly identifies what each member is assigned to.

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| **Full Name** | **Role / Tasks** |
| CHENG TSZ YEUNG | Project Manager |
| Ricardo | Software Architect |
| Taras | Software Engineer |
| Bilir | Tester |
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| **1. Meeting info** | | | |
| **Date of Meeting** (DD/MM/YY) | 02/03/24 | **Time [UK]** (HH:MM) | 11:00 |
| **Location** | Teams | **Minutes prepared by** | ChengTsz Yeung |

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| **2. Meeting Objective** |
| Introduction of the End module assignment.  Schedule the next meeting on 07/03/24 for role assignment. |

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| **3. Attendance** | |
| **Full Name** | **Present / Not present / Sent apologies** |
| CHENG TSZ YEUNG , JC | Present |
| Ricardo | Present |
| Taras | Present |
| Bilir | Present |

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| **4. Agenda and Notes, Decisions, Issues** | | |
| **Topic** | **Owner** | **Notes** |
| Introduction of the assignment | JC / Ricardo / Taras/ Bilir | Introduction of the End module assignment. |
| Schedule next meeting | JC / Ricardo / Taras/ Bilir | Schedule 07/03/24 for role assignment. |
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| *The “Notes” column should include a summary of the discussion had about the topic and any decision taken.* | | |

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| **5. Action Items** | | |
| **Action** | **Owner** | **Due Date** |
| Study the topic and revert discussion during next meeting | JC/ Ricardo / Taras / Bilir | 07/03/24 |
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| *The “Action” section must include the action(s) that the “Owner” (the student assigned to complete the action) must complete by the due date.* | | |

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| **6. Next Meeting (if applicable)** | | | |
| **Date** (DD/MM/YY) | **07/03/24** | **Time [UK]** (HH:MM) | **02:00 PM GMT** |
| **Location** | Online Teams | | |
| **Objective** | Role assignment. | | |
| *Unless this minutes refers to the last one before submission, students need to identify date, location and objective of the next meeting before concluding the current meeting.* | | | |

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| A copy of this document **MUST** be included in your final submission.  The assessment will take into account these documents: you must ensure they are updated and accurate. In case of inconsistencies, please discuss them with your peers before submitting it. If these documents result inconsistent and differ among submissions, the final grade will be negatively affected (poor engagement). |