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| 28/02/2019 |

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| Meeting Notes |

# Attending

Oscar Gilley

Joe Lowthian

James O’Connor

Imran Mohammed

Ethan Goodchild

Will comber

Titas Alvikas

Edward Philips

Joe Lawrence

## Announcements

* Weekly report from all team members.
* Tasks for next week –Software Clickup
* Review specification – add GUI and UML
* Review timesheets

## Discussion

* Over the past week, the team had focused on their tasks for the application. Tasks such as creating route finding algorithm, and creating level x adapters. Furthermore, the search button was added to all pages to ensure users could search for specific tutors and room from anywhere within the app.
* New tasks were allocated in this meeting to be completed by the next meeting. This included tasks such as developing a navigation bar, testing the route-finding algorithm and data collection of all rooms.
* The time sheets were reviewed in the meeting. This included a member of the module to check over each team members time sheet. They checked over the formatting of the time sheet as well as whether or not each team member was completing enough work.
* With the database section of the application being largely completed, new tasks needed to be allocated. This included features such as a slide in menu and greater detail to be developed for front end development.
* In addition to the time sheets being checked over by a member of the module, the GUI and UML designs were checked too. This involved showing all designs to ensure they were on the right ‘track’ of sorts.

## Roundtable

As a whole, this meeting was fairly productive, each team member presented the progress they had made with the project. As a result of this, the team leader was able to effectively allocate roles to team members.