

Meeting Number and date	Subject	Description	Time	Attended
No.1: 23/10/22	Project Bid	Bid for project	1hr 30mins	4/4
No.2 9/11/22	Liaison meeting with client	This meeting consisted of the liaison Ensuring that we had the correct info on what was required of our team	23mins	1/1
21/11/22	Team meeting, Sprint planning	This meeting consisted of the team meeting to discuss sprints and how to go about them.	30mins	4/4
30/11/22	Client Liaison meeting	Meeting to discuss initial sprint requirements	25Mins	1/1
14/12/22	Client liason meeting	Meeting used to make sense of what is going on with requirements.	20mins	1/1
15/12/22	Team meeting	Meeting called to discuss proof of concept idea for client	30mins	4/4
21/12/22	Client meeting CANCELLED	Meeting for showing POC, cancelled due to xmas	N/A	N/A
13/1/23	Client meeting CANCELLED	Cancelled by client due to other teams not confirming attendance	N/A	N/A
14/1/23	Team meeting	Going over initial presentation for demo as well as prototype	1hr	4/4
17/1/23	Team & Client meeting (IN PERSON)	Prototype demo and Full team client meeting post demo	1.5hr	4/4