

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
06/2/23	Client meeting Cancelled	Client unable to attend, created POC designs	N/A	N/A
16/2/23	Team/Module lead meeting	Shown POC to module lead, discussed moving forwards as a whole group instead of 3 mini groups	1hr	1/1
17/2/23	All 3 Teams meeting	Discussed what was said in liaison meeting on 16/2, assigned group roles Group P: CSS, HTML frontend	15 Mins	7/10

Meeting Number and date	Subject	Description	Time	Attended
20/2/23	Team Meeting	Discussing Group allocations and Figma designs, prioritisation on tasks, task management between teams.	25 Mins	4/4
1/3/23	Client	New clients	25Mins	1/1
2/3/23	Team	Debrief of Client meeting	20	4/4
17/3/23	Team	Razor pages and SQL database plans	1hr	4/4
29/3/23	Client	Demo to new clients, clients unhappy	30 mins	1/1
29/3/23	Team	Debrief	10 mins	4/4
4/4/23	Team	Task allocation	15 min	4/4
13/4/23	Client	Final client meeting IN PERSON	30 mins	1/1