Team Meeting

Attendance

Meeting called by:

Where the meeting will be held: Zoom

Attendees: Callum Organ, Thomas Mahoney, Alex Cleverley, Josh Fruin

Minutes

Agenda Item: Project Plan

Discussion: what deliverables need to be produced and who should produce them

Conclusions: tasks have been allocated to specific team members

Action items:

- Sprint plan and UML (Callum)
- Risk management plan (Josh)
- Communication plan (Alex)
- Wireframe prototype (Tom)

Deadline: 12/01/2022

Agenda Item: review user stories

Discussion: quality and scope of user stories. Is anything missing?

Conclusions: user stories are perfect and complete

Action items: Develop Kanban board and UML diagrams

Deadline: 15/01/2022