

# Team Meeting

Date: 13<sup>th</sup> October

## Attendance

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Meeting called by: Alex Cleverley

Where the meeting will be held: Plymouth Library

Attendees: Josh Fruin, Callum Organ, Thomas Mahoney

## Minutes

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Agenda Item: Feedback from client meeting

Discussion: All project members are to be addressed by Client liaison (Alex) regarding the initial client meeting. Within the previous meeting, the client shared and discussed their own project brief, so this agenda is to allow for other project members to read the client's specification and raise any relating questions to the Client liaison before continuing with the meeting.

Conclusions: All project members were content with what was explained within the client's project brief with no further questions made by team members.

Action items: N/A

Deadline: N/A

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Agenda Item: Defining project objectives

Discussion: Scrum Master (Callum) explains the overall project requirements and defines the project vision using the client's requirements from the project brief, as well as collaborative discussion from other team members as an influence. Project objectives (specified goals that the team should reach in order to maintain consistent progress on the project) are to be assigned with deadlines and delegated to team members.

Conclusions: A shared GitHub page is to be created in order to store any project objectives. Objective progress should be discussed in future meetings.

Action items: Create a GitHub repository for Project objectives / goals (Tom)

Deadline: 27<sup>th</sup> October