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| Meeting Minutes for Meeting number: 47m, 1 | | | |
| Date | 25-01-2024 | Location | UG04 |
| Meeting type | regular | Ext. attendees | Katie Potts |
| Team attendees | Mark  Haiwei  Garance  Rhys  Samuel  Ogieltaziba | Apologies | Talhiq |
| Meeting lead | Mark | Note taker | Rhys |
| Agenda items | - Project idea  - Tech stack | Update on actions |  |
| Actions & Owner | - All tasked to mock-up a feature and create personas for s1 | | |
| Time sheets  signed off / feedback | N/A | | |
| Next meeting  date/time/location | 29-01-2024 @ 13:30  T&L Building | Next meeting lead/note taker | Mark  Haiwei |

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| Meeting Minutes for Meeting number: 1h16m, 2 | | | |
| Date | 29-01-2024 | Location | T&L Building |
| Meeting type | regular | Ext. attendees |  |
| Team attendees | Mark  Haiwei  Garance  Rhys  Samuel  Ogieltaziba  Talhiq | Apologies |  |
| Meeting lead | Mark | Note taker | Haiwei |
| Agenda items | - Progress check  - Project features | Update on actions | - Mark re-assigned to Tournament Page feature due to overlap  - Haiwei, Rhys, Samuel, Ogieltaziba & Garance completed feature mock-up and personas  - Mark completed personas |
| Actions & Owner | - All tasked to mock-up a feature and create personas for s1 | | |
| Time sheets  signed off / feedback | Mark  Haiwei  Garance  Rhys  Samuel  Ogieltaziba  Talhiq | | |
| Next meeting  date/time/location | 01-02-2024 @ 11:30  UG04 | Next meeting lead/note taker | Samuel  Haiwei |

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| Meeting Minutes for Meeting number: 1h15m, 3 | | | |
| Date | 01-02-2024 | Location | UG04 |
| Meeting type | regular | Ext. attendees | Katie Potts |
| Team attendees | Mark  Haiwei  Garance  Rhys  Samuel  Ogieltaziba  Talhiq | Apologies |  |
| Meeting lead | Samuel | Note taker | Haiwei |
| Agenda items | - S1 ranking  - Coherent theme | Update on actions | - All completed mock-ups and personas |
| Actions & Owner | - Rhys tasked to design mock-up for site navigation widget  - All tasked to redesign their mock-ups and personas to fit agreed coherent theme  - All tasked to write their ranking justification based on collective feedback | | |
| Time sheets  signed off / feedback | N/A | | |
| Next meeting  date/time/location | 05-02-2024 @ 13:30  T&L Building | Next meeting lead/note taker | Samuel  Haiwei |

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| Meeting Minutes for Meeting number: 1h15m, 4 | | | |
| Date | 05-02-2024 | Location | T&L Building |
| Meeting type | regular | Ext. attendees |  |
| Team attendees | Mark  Garance  Rhys  Samuel  Ogieltaziba  Talhiq | Apologies | Haiwei |
| Meeting lead | Samuel | Note taker | N/A |
| Agenda items | - Progress check on mock-ups and personas redesign  - Kanban cards | Update on actions | - Mark,Garance,Rhys & Ogieltaziba completed s1 ranking justification  - All completed mock-up and personas design  - Rhys completed heading bar template heading bar mock-up |
| Actions & Owner | - Mark tasked to compile m1 submission  - All tasked to create Kanban feature development cards for s2 | | |
| Time sheets  signed off / feedback | N/A | | |
| Next meeting  date/time/location | 06-02-2024 @ 12:30  T&L Building | Next meeting lead/note taker | Samuel  Haiwei |

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| Meeting Minutes for Meeting number: 1h16m, 5 | | | |
| Date | 06-02-2024 | Location | T&L Building |
| Meeting type | additional | Ext. attendees |  |
| Team attendees | Mark  Garance  Haiwei  Rhys  Samuel  Ogieltaziba  Talhiq | Apologies |  |
| Meeting lead | Samuel | Note taker | Haiwei |
| Agenda items | - Kanban cards  - Hyper specialise project for 1 game | Update on actions | - Haiwei & Samuel completed s1 ranking justification  - All completed Kanban cards for s2  - Mark in progress in compiling m1 submission using LaTex |
| Actions & Owner | - Haiwei tasked to organise meeting diaries  - Mark tasked to compile m1 submission | | |
| Time sheets  signed off / feedback | Mark  Garance  Haiwei  Rhys  Samuel  Ogieltaziba  Talhiq | | |
| Next meeting  date/time/location | 08-02-2024 @ 11:30  UG04 | Next meeting lead/note taker | Ogieltaziba  Garance |