Meeting Dairy for Team 02

Guidance

* Duplicate the below table and fill in for each meeting
* Minimum of 2 regular meetings per week, one with TA and one with the whole team
* Meeting lead and secretary (note taker) must change at least each week
* Every member must be lead and secretary (note taker) at least one week
* Time sheets must be signed off weekly in meetings (if disputed, your TA can also sign off)
* Upload this template to OneDrive (keeps edit history) and share a link with your team on MS Teams

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Minutes for Meeting number: 8 | | | |
| Date | 16.02.2024 | Location | UG.04 |
| Meeting type | regular | Ext. attendees |  |
| Team attendees | Talha, Mark, Haiwei, Rhys, Samuel, Taziba | Apologies | Garance |
| Meeting lead | Rhys | Note taker | Talha |
| Agenda items | * Present current progress on Tech Reports * Explain current research on technologies   Discuss the walking skeleton:   * How to use angular to develop the UI. * How to use JDL for class diagrams. | Update on actions | Presented current progress on Tech Reports.  Explained current research on technologies.  Discussed how to use Angular and JDL for the walking skeleton. |
| Actions & Owner | Mark (Angular) – research how to change theme on JHipster and how to create components on pages using Angular.  Samuel (JDL) – complete Tech Report ahead of time, so team can do their class diagrams.  Rest of Team - complete Tech Reports. | | |
| Time sheets  signed off / feedback |  | | |
| Next meeting  date/time/location | 20.02.2024 | Next meeting lead/note taker | Meeting Lead: Taziba  Note Taker: Rhys |