Meeting Dairy for Team 02

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Minutes for Meeting number: 9 start: 2:05 end: 3:00 | | | |
| Date | 20/02/2024 | Location | UG04 |
| Meeting type | Regular | Ext. attendees | Tutor |
| Team attendees | Mark, Haiwei, Rhys, Samuel, Taziba, Garance | Apologies | Talha |
| Meeting lead | Taziba | Note taker | Rhys |
| Agenda items | Check on tech report progress.  Can go into more detail but only submit 2 pages.  Tutorials online may not line up with template.  How it exactly works may not be important, what you get out as a product is.  How the database works in template.  Kanban cards should be specific, break down to specific task.  Discuss how to make Class Diagrams. | Update on actions | Tech Reports almost done / completed |
| Actions & Owner | Finalise Tech Reports  Complete Class Diagrams / JDL for next meeting  Mark will start work on DPIA form  Rest of M2 will be allocated next week | | |
| Time sheets  signed off / feedback |  | | |
| Next meeting  date/time/location | 23/02/24  UG04 | Next meeting lead/note taker | Lead: Garance  Notes: Taziba |