Meeting Dairy for Team \_\_

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: \_\_\_ | | | |
| Date | 23/02/24 | Location | LG Comp Sci |
| Meeting type | regular / additional / \_\_\_\_\_\_\_ | Ext. attendees |  |
| Team attendees | Ogieltaziba, Mark, Rhys, Garance, Haiwei | Apologies | Talha, Samuel |
| Meeting lead | Garance | Note taker | Ogieltaziba |
| Agenda items | 1.Look at JDLs: viewing and comparing all individuals JDLs.  2.Decide combined JDL format for overlapping classes: discussed how to format JDLs and choose specific data needed on overlapping classes.  3.Discuss Kanban cards for S2: discussed how to improve current Kanban cards.  4.Ran combined JDL: encountered error upon compiling JDL, we were unable to fix the error. | Update on actions |  |
| Actions & Owner |  | | |
| Time sheets  signed off / feedback |  | | |
| Next meeting  date/time/location | Tuesday 27/02/24 2PM | Next meeting lead/note taker |  |