Meeting Dairy for Team 02

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Minutes for Meeting number: 15 start: 12:31 end: 14:55 | | | |
| Date | 12/03/2024 | Location | CS Building |
| Meeting type | TA Meeting | Ext. attendees | Katie Potts |
| Team attendees | Mark, Rhys, Garance, Samuel, Ogieltaziba | Apologies | Talha |
| Meeting lead | Garance | Note taker | Haiwei |
| Agenda items | - Showcase and review development progress  - Help each other solve bugs | Update on actions | - Mark and Ogieltaziba completed first prototype |
| Actions & Owner | MVP frontend will be finished by Mark  M2 doc will be finished by Mark  DPIA form will be finished by Garance  testimonial feedback will be obtained by Rhys | | |
| Time sheets  signed off / feedback | Everyone | | |
| Next meeting  date/time/location | 05/03/24  Sloman Lounge @ 12:30pm | Next meeting lead/note taker | Lead: Garance  Notes: Haiwei |