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

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| Meeting Minutes for Meeting number: 14 start: 12:30, end: 13:40 | | | |
| Date | 08.03.2024 | Location | CS Building |
| Meeting type | Regular | Ext. attendees |  |
| Team attendees | Samuel, Garance, Haiwei, Rhys, Mark, Taziba, Talha | Apologies |  |
| Meeting lead | Samuel | Note taker | Talha |
| Agenda items | * Getting codebase running locally. * Discussed S3 contributions * Discussed how to implement front-end and back-end functionality for S3 | Update on actions | Completed DPIA form  MVP Feature front-end and back-end done  M2 Submission Completed |
| Actions & Owner | Everyone – complete S3 functionality for your feature. | | |
| Time sheets  signed off / feedback | Yes | | |
| Next meeting  date/time/location | CS Building  UG04 | Next meeting lead/note taker | Lead: Garance  Note Taker: Haiwei |