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: 17 Start: 2pm End: 4pm | | | |
| Date | 19/03/24 | Location | Sloman Lounge |
| Meeting type | regular | Ext. attendees |  |
| Team attendees | Rhys, Mark, Haiwei, Garance, Taziba, Samuel | Apologies | Talha |
| Meeting lead | Mark | Note taker | Rhys |
| Agenda items | - Check on Feature Development progress  - Discuss Winner/ Loser Score  - Discuss Demo Scripts for S3  - Review Taziba’s Branch  - Review Samuel’s Branch | Update on actions |  |
| Actions & Owner | Everyone: Create and Submit S3 Submissions, Work on feature development | | |
| Time sheets  signed off / feedback |  | | |
| Next meeting  date/time/location | 22/03/24, CS building | Next meeting lead/note taker |  |