

Meeting Minutes Template
Team 24

Meeting Details

Field	Detail
Date	24 Nov 2025
Time	11:20 - 11:40
Location	University of Plymouth
Type of Meeting	Bi-weekly sprint review
Chair/Facilitator	
Minutes Taker	Cristian Parry
Event Link	

Attendees

Name	Role/Department	Status
Connor Pester	Member	Present
Ayush Paudel	Member	Present
Cristian Parry	Member	Present

Agenda

1. Checking teams input
2. Discussing the game menu
3. Discussing grid Setup

Discussion and Decisions

1. Checking teams input

- Discussion Points:

- Discuss what has been inputted to the trello and the github. To see where the team has made progress and see if any changes need to be made.
- **Decisions Made:**
 - Try to meet more with each other.
 - Discuss changes made more.

2. Game menu

- **Discussion Points:**
 - Discussing the start that had been made to the menu and currently who has done the most work to this.
- **Decisions Made:**
 - Try to finish the menu for a meeting on Wednesday.

3. Grid placement

- **Discussion Points:**
 - Discussing if the grid and the placement had been started and if not where were the team.
- **Decisions Made:**
 - Get the grid formed before the meeting on wednesday.

Action Items

Item #	Action	Assignee	Due Date	Status
1	Finish developing the game menu	Connor Pester	<input type="button" value="Date"/>	In Progress
2	Start working on grid placement	Team 24	<input type="button" value="Date"/>	Open
3	Start design documentation	Team 24	<input type="button" value="Date"/>	In Progress

Next Meeting

- **Proposed Date:**
- **Proposed Time:** 11:20
- **Draft Agenda Topics:** Progress check and see if enough of the game has been made.

