

Meeting Minutes Template
Team 24

Meeting Details

Field	Detail
Date	25 Nov 2025
Time	14:00 - 15:00
Location	University of Plymouth
Type of Meeting	Team catch up and plan
Chair/Facilitator	Team 24
Minutes Taker	Cristian Parry
Event Link	Calendar event

Attendees

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

Agenda

1. Menu page for the game
2. Grid design and leaderboard
3. Work quality

Discussion and Decisions

1. Menu page

- Discussion Points:

- The menu needed to be ready to show for a meeting on the 26th
- Connor ensured that it will be worked on ready for the meeting
- **Decisions Made:**
 - The menu will be ready to show for the 26th November.
 - The menu will be ready to have features on 28th November.

2. Grid design and leaderboard

- **Discussion Points:**
 - The grid needs to be designed and the leaderboard needs the same
- **Decisions Made:**
 - Cristian will start to look at how to make a grid and will start the design of it. Ayush will start to look at how to make a leaderboard and will start the design

3. Work quality

- **Discussion Points:**
 - Work quality faltered slightly and how to change this.
- **Decisions Made:**
 - Ayush would make the changes that are needed and will follow the same design for the minutes of meeting.

Action Items

Item #	Action	Assignee	Due Date	Status
1	Menu page	Connor	28 Nov 2025	In Progress
2	Grid design	Cristian	8 Dec 2025	Open
3	Changes to minutes design	Ayush	28 Nov 2025	In Progress
4	Leaderboard	Ayush	8 Dec 2025	Open

Next Meeting

- **Proposed Date:** 28 Nov 2025
- **Proposed Time:** 20:30
- **Draft Agenda Topics:** Connor's menu, Start of the grid and leaderboard

