

Meeting Minutes Template  
Team 24

## Meeting Details

Field	Detail
Date	10 Nov 2025
Time	[11:20] - [11:40]
Location	📍 University of Plymouth
Type of Meeting	[Bi-weekly sprint]
Chair/Facilitator	👤 Person
Minutes Taker	Cristian Parry
Event Link	N/A

## Attendees

Name	Role/Department	Status
Connor Pester	[Role]	[Present]
Cristian Parry	[Role]	[Present]
aayush.paudel161@gmail.com	[Role]	[Present]

## Agenda

1. Setting up github
2. Setting up trello
3. Framework

## Discussion and Decisions

### 1. Setting up Github

- **Discussion Points:**  
Discussed the best way to use collaborative software.
- **Decisions Made:**
  - Use github to record the work that had been completed
  - Use github to save parts of the projects file.

### 2. Setting up Trello

- **Discussion Points:**  
Discussed the best way to use trello
- **Decisions Made:**
  - Using trello to record what happens during the sprint meetings.

### 3. Framework Decision

- **Discussion Points:**
  - Discussed what to use to develop software
- **Decisions Made:**
  - Primary Resource Unity

## Action Items

Item #	Action	Assignee	Due Date	Status
1	Create Unity Team	Connor Pester	10 Nov 2025	Closed (Team Setup)
2	Setup Trello Board	Ay	10 Nov 2025	Closed (Complete)
3	Setup Github	Cristian Parry	10 Nov 2025	Closed (Complete)
4	Complete backlog on trello	All Members	14 Nov 2025	Open
5	Meet Client	All Members	Nov 12, 2025	Open

## Next Meeting

- **Proposed Date:** 24 Nov 2025
- **Proposed Time:** [11:20]
- **Event Link:** [Calendar event](#)
- **Draft Agenda Topics:** [List topics for the next meeting]

