

Project Team Meeting Agenda

3:30pm-4pm, Tuesday the 7th of November 2025, Discord

- 1) Welcomes and introductions
- 2) Apologies
- 3) Purpose of Meeting
- 4) Regular agenda items:
 - a) Progress of project
 - b) Discussion of individual task completion progress and git commits
 - c) Discussion of issues encountered, discussion of workload and any changes needed,
 - d) Progress on documentation, create the meeting agenda for client meeting
- 5) New Items for discussion
 - a) *Ensuring everyone has successfully joined GitHub and Trello*
 - b) *Showing everyone how to install and connect to Tailscale (Harvey)*
 - c) *Distributing documentation tasks for project plan*
- 6) Any Other Business (AOB)
- 7) Time and date of next 2 meetings
 - a) 9:30-10 am, Monday the 17th of November, Discord, Team meeting
 - b) 10-10:30 am, Monday the 17th of November, Teams, Client meeting