Team 23
Minutes of Team Meeting

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

Present: Paula Monica, Harvey Hill, Alfie Jenkins, Sylenyx Patten.

Apologies: None

Welcome: PM welcomes all and states roles for this week:
Notetaker: PM, Meeting chair: PM, Timekeeper: AJ.

Meeting purpose: Meeting is to ensure everyone successfully joined the trello, github. HH to instruct everyone on how to connect to the server. Discuss the documentation for the project and assign tasks.

Regular items:
   a) PM states we are currently in the set up stage of our project.
   b) HH and AJ have worked on setting up the backend for the project, there are some final things to sort out and test once the whole team has joined

   SP has set up the github and trello, SP shares screen with us to confirm everyone is happy with the trello layout, we are.

   PM has completed further research on AI implementation and updated the original document for everyone to familiarise themselves with. PM has also begun working on initial wireframes and familiarising herself with the Peelback MVP branding brief.

   c) SP states there were some delays with setting up the GitHub due to a lack of access privileges however they have emailed university staff regarding this and it has been sorted.
   d) Documentation hasn't been started yet, this meeting should allow us to begin working on documentation.

Items for discussion:
   a) SP provided all the necessary links, (action) everyone joins. SP then confirms everyone has joined, (action) post meeting SP will add Vassilis Cutsuridis to Trello and GitHub.
   b) HH shows tailscale, which will be used to establish a back end connection and provides us with the links to install it and guides us. HH then confirmed we have all connected successfully.

c) PM created a google doc including all the Project Plan requirements. Everyone highlights 4-6 tasks they believe best match their skillset and role in the project. PM confirms all tasks have been assigned and everyone is happy with their tasks.

AOB: None

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