

Meeting Minutes Template  
Team 24

## Meeting Details

Field	Detail
Date	28 Nov 2025
Time	20:30 - 21:30
Location	On-Line
Type of Meeting	Secondary weekly meeting
Chair/Facilitator	Team 24
Minutes Taker	Cristian Parry
Event Link	<a href="#">Calendar event</a>

## Attendees

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

## Agenda

1. Rules from Tim
2. Menu page
3. Grid and Leaderboard

## Discussion and Decisions

### 1.Rules from Tim

- Discussion Points:

- Rules for the game
- Tim has not yet given the team the rule set
- **Decisions Made:**
  - Follow up email on the 1st

## 2. Menu Page

- **Discussion Points:**
  - Seeing if Connor has complete and start to make a functional menu page
- **Decisions Made:**
  - Look to start adding features

## 3. Grid and Leaderboard

- **Discussion Points:**
  - Research for the grid and leaderboard has begun
- **Decisions Made:**
  - Progress will start over the next few days

## Action Items

Item #	Action	Assignee	Due Date	Status
1	Follow up email	Connor	1 Dec 2025	Open
2	Features for the menu	Connor	8 Dec 2025	In Progress
3	Grid started in unity	Cristian	8 Dec 2025	In Progress
4	Leaderboard	Ayush	8 Dec 2025	In Progress

## Next Meeting

- **Proposed Date:** 2 Dec 2025
- **Proposed Time:** 12:00
- **Draft Agenda Topics:** Rules and grid and leaderboard and menu