

# COMP2003 Team 11 project

## Minutes of the team meeting

(4-4:45pm) 45 minutes,  
20 November 2025, Online

### Present:

Mehtab Ali, Anubhav Dangal, Callen Sargent, Maddison Smith.

### Not Present:

N/A

### Welcome:

MA welcomes all and states meeting roles this week:

Notetaker: CS, Meeting Chair: MA, Timekeeper: AD, Information Manager: MS.

### Meeting Purpose:

Checking up with project progress on sprint 2.

### Previous Actions:

We talked about the Required Analysis and Design and Architecture; we allocated different parts of the documents to each person to be completed.

### Regular Items:

Work is still on schedule.

### New Items:

Ticking all completed sections from the Trello board, looking at completing the section 3 tasks on our project plan by 1st December.

### AOB:

N/A

### Next Meetings:

27th November 2025, 4pm, Online Meeting.