COMP2003 Team 11 project
Minutes of the team meeting

(4-5pm) 1 hour 7 minutes, 13 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:

Looking at next steps of the project plan, to decide how to divvy up work over the next steps

Previous Actions:

Allocated roles, divided the work and planned the project.

Regular Items:

Work so far is on schedule. Presentation planning may be done later on towards the submission point for the prototype, looking at booking a room in the library.

New Items:

Consolidating work together into our project plan, we are looking at our next steps after completing the project plan in the week between sprint.

Looking at completing Requirement Analysis and Design and Architecture.

CS - Drawing more designs to more closely reach the wanted look and feel that the team wants, possibly making a couple high fidelity examples.

MA - Completing timeline for project plan, writing up functional requirements and designing the database schema.

AD - Researching and designing the backend structure.

MS - Completing some key designs and specifications for the security aspects.

AOB:

N/A

Next Meetings:

17th November 2025, 12:30-1:30pm, Library. (Sprint)

20th November 2025, 4-5pm, Online Meeting.