

Project Team Meeting Agenda

9:30am-10am, Monday the 17th of November 2025, Discord

- 1) Welcomes and introductions
- 2) Apologies
- 3) Purpose of Meeting
- 4) Previous actions
 - a) Vassilis Cutsuridis has joined the Trello and Github
- 5) 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
 - e) Create and assign trello tasks for next sprint
- 6) New Items for discussion:
 - a) *Access to medical research papers (Paula)*
 - b) *Questions to ask during sprint review meeting with Vassilis Cutsuridis (Paula)*
 - c) Which IDE will we be using (Sylenyx)
- 7) Any Other Business (AOB)
- 8) Time and date of next 2 meetings
 - a) 9:30-10 am, Monday the 1st of December, Discord, Team meeting
 - b) 10-10:30 am, Monday the 1st of December, Teams, Client meeting