

## Meeting Details

Field	Detail
Date	8 Dec 2025
Time	11.00- 11.20
Location	University of Plymouth
Type of Meeting	Bi-week sprint meeting
Chair/Facilitator	
Minutes Taker	Cristian Parry
Event Link	 Calendar event

## Attendees

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

## Agenda

1. Discussing past work
2. Discussing Future plan
3. Planning the project proposal

## Discussion and Decisions

1. Discussing past work
  - Discussion Points:

- See what we have done and the progress completed
- Discussing what is to come in the near future
- **Decisions Made:**
  - More work for each person to align with what is needed to be done

## 2. Discussing future plans

- **Discussion Points:**
  - Planning the future work
- **Decisions Made:**
  - Work on proposal

## 3. Project proposal

- **Discussion Points:**
  - Project proposal
- **Decisions Made:**
  - Which part of the proposal people would work on

## Action Items

Item #	Action	Assignee	Due Date	Status
1	Project Proposal	Team 24		[Open/In Progress/Closed]
2	Plan next sections	Team 24		[Open/In Progress/Closed]
3	Personal Reflections	Team 24		[Open/In Progress/Closed]

## Next Meeting

- **Proposed Date:**
- **Proposed Time:**
- **Event Link:**
- **Draft Agenda Topics:** Discuss the future