

Client Meeting 4 (Extra Meeting)

Date:

Monday The Twenty-Second Day of January, 2024

Present:

Anthony Edwards (Client), Samuel Cheney, Luke McLean, Tom Belcher

Apologies:

Not Present (No Apologies):

Ryan Statton

Welcome:

Client welcomes group and introduces the purpose of this extra meeting

Meeting Purpose:

To ascertain the issues the the recent presentation and find out how to build cohesion within the group

Completed:

- Worked out that Tom has a 'Rockstar Developer' personality and should start communicating with the team when delegating work, to avoid encroaching on other teammates' tasks
- Discussed working around missing teammates and our own struggles, possibly ADHD for all present members
- The low-fidelity prototypes were exactly as expected and going well
- The starting phases of the product are going well

Regular Items:

- N/A - This meeting was a one-off and nothing pertaining to regular items was discussed

To Complete:

- Increase team cohesion
- Add high-fidelity prototype to GitHub