**Software Engineering G6046**

Record of a team meeting

| **Team Number** | 15 |
| --- | --- |
| **Names of team members present** | Yash, Noah, Ryan, Morgan, Eddie, Nelson |
| **Meeting format** | Online (Discord) |
| **Date and time** | 18/04/2023 14.20pm |
| **Meeting co-ordinator** | Ryan and Eddie |

1. **Matters to note from last meeting**

* Debugging
* Complete cycle 3

1. **Issues discussed at this meeting**

* Start organising documents ready for submission
* Time running out
* Not have cycle 3 fully completed
* Lack of motivation

1. **Decisions agreed at this meeting**

* Cycle 3 will be last as there is no more time
* Have all documents ready and uploaded on the drive
* Make sure all code is compiled
* Finish off the last tests and tweak up the designs

4) **Meeting Duration**

* 56 mins

5) **Risk Management**

* Need to refer back to the cycle’s risk analysis

6) **Changes in the Project**

* Last meeting in person next week (Final meeting)

7) **Date of next meeting**

* 25/04/2023

**END**