**Software Engineering G6046**

Record of a team meeting

| **Team Number** | 15 |
| --- | --- |
| **Names of team members present** | Yash, Noah, Ryan, Morgan, Eddie, Nelson |
| **Meeting format** | Physical |
| **Date and time** | 07/02/2023 1.47pm |
| **Meeting co-ordinator** | Noah and Eddie |

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

* Play a game of catan

1. **Issues discussed at this meeting**

* Roles assignment
* Catan gameplay
* Prepare Plans and other documents, such as risk analysis
* Having weekly meetings

1. **Decisions agreed at this meeting**

* Roles:
  + Project Managers: Yash, Nelson
  + Programmers: Morgan (Lead), Noah, Ryan, Eddie
  + Testing: Noah, Morgan
  + Documentation: Nelson, Ryan, Eddie
* Have plans ready by at least the next two meetings

4) **Meeting Duration**

* 45 mins

5) **Risk Management**

* Ensure plan is ready by end of this week - Time management
* Illness - Ryan might have some time off - Substitute Eddie

6) **Changes in the Project**

* None

7) **Date of next meeting**

* 14/02/2023

**END**