**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** | 14/02/2023 1pm |
| **Meeting co-ordinator** | Ryan, Morgan, Noah |

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

* Prepare Plans and other documents, such as risk analysis

1. **Issues discussed at this meeting**

* Catan gameplay
* Discuss basic design format
* Started prototype designs
* Class diagrams
* Tasks for the Gantt Chart

1. **Decisions agreed at this meeting**

* To get documentation done by next meeting
  + Gantt Chart for Plan
  + PERT chart For cycle 1
  + Risk Analysis for plan
  + Plan and Agile Sprints
  + Resource and Time
* Communication is key, tell each other about any new work done

4) **Meeting Duration**

* 55 mins

5) **Risk Management**

* There might be a low chance that work is delayed due to other assignments coming the way

6) **Changes in the Project**

* Cycle 1 has began
* Roles changed: Nelson and Yash to become substitutes for the Designer roles

7) **Date of next meeting**

* 21/02/2023

**END**