**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** | 28/02/2023 1.30pm |
| **Meeting co-ordinator** | Ryan, Nelson, Yash |

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

* Have a set of complete requirements (Smaller tasks)
* Complete class diagrams, so they can be reviewed and revised

1. **Issues discussed at this meeting**

* Creating group coding meetings for debugging and testing
* Review the requirements
* Communication
* Availability, busy with other modules and personal responsibilities
* Complete parts 1 to 5 of the sprint cycle document

1. **Decisions agreed at this meeting**

* Continue coding components for the frontend of the game
* Document the code
* Create more detailed class diagrams
* Have online meetings (Discord) to be able to communicate
* Show cycle 1 prototype in the seminar

4) **Meeting Duration**

* 50 mins

5) **Risk Management**

* Ryan falling Ill - Ryan our programmer has fallen ill, and will need some time off - Eddie is taking over tasks that Ryan was assigned, and Nelson has taken Eddie’s tasks

6) **Changes in the Project**

* Cycle 1 ended
* Started making requirement analysis for cycle 2

7) **Date of next meeting**

* 07/03/2023

**END**