**Software Engineering G6046**

Record of a team meeting

| **Team Number** | 15 |
| --- | --- |
| **Names of team members present** | Yash, Noah, Ryan(Discord), Morgan, Eddie, Nelson |
| **Meeting format** | Physical |
| **Date and time** | 07/03/2023 12.30pm |
| **Meeting co-ordinator** | Nelson, Noah, Eddie |

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

* Adding a extra meeting session for debugging and testing (Online)
* Deeper communication (Changes to be informed)
* Documentation of the code (Docstrings)
* Finish up most parts of the first sprint cycle

1. **Issues discussed at this meeting**

* Communication: Assigning workload for better efficiency and preventing burnout
* Understanding each other code (Code lacking comments)
* More comments for the teammates
* Finish the final touch-up for the board(UI)
* Complete part of the Design Documentations(Class Diagram)
* Start the testing phase and testing documentation simultaneously
* Finishing the risk analysis for the first sprint cycle
* When we going to submit for first project review

1. **Decisions agreed at this meeting**

* The deadline for each individual assigned workload (For motivation)
* More comments for produced code
* Finish the final touch for the board(UI)
* Finishing the Class diagrams(Design phase)
* Get our prototype reviewed
* Finishing off the risk analysis for the first sprint cycle
* Starting the testing phase and documentation
* Begin sprint cycle 2

4) **Meeting Duration**

* 55 mins

5) **Risk Management**

* Go over Sprint cycle Risks and tick off whether the risk is managed and if the likelihood of risk increased

6) **Changes in the Project**

* No major changes

7)  **Date of next meeting**

* 14/03/2023

**END**