**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** | 14/03/2023 15.00pm |
| **Meeting co-ordinator** | Nelson, Noah, Eddie,Morgs |

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

* Communication: Assigning workload for better efficiency and preventing burn out
* Commenting code as soon as its written

1. **Issues discussed at this meeting**

* Maybe try a test driven development approach for some code
* Sometime off for other assignments

1. **Decisions agreed at this meeting**

* Switching up the main coding leader position and working position
* Adjust the working timetable deal to part time job
* Keep up with the current workload
* Validate the previous codebase before further development
* Begin making high level designs for cycle 2
* Keep on writing & improvise various Documentation

4) **Meeting Duration**

* 35 mins

5) **Risk Management**

* High chance of having some delays due to other work related priorities

6) **Changes in the Project**

* Due to likelihood of delays, requirements will have to become less complex

7) **Date of next meeting**

* 21/03/2023

**END**