**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** | 21/03/2023 15.00pm |
| **Meeting co-ordinator** | Nelson, Noah, Eddie, Morgan |

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

* Adjust the working timetable deal to part time job

1. **Issues discussed at this meeting**

* Not having clear tasks
* Need to use Kanban on github more
* Discuss the duration for upcoming workload

1. **Decisions agreed at this meeting**

* In terms of Coding Team, they will finish working on Player Class, working settlements, basic UI, Polish UI, Basic AI, working roads, Node mapping and Testing.
* In terms of Project managers, they will finish up the current Design Document(UML Diagram and function documentation) and analyse all mandatory and desirable requirements of the second sprint cycle. Besides, they will also keep working up perfecting various documentation regarding the project.
* Close cycle 2 soon, after showing working prototype from cycle 2

4) **Meeting Duration**

* 45 mins

5) **Risk Management**

* Holidays approaching, meetings will have to be virtual, loss of motivation due to timeoff

6) **Changes in the Project**

* Aiming to get cycle 2 done, starting cycle 3 focusing on a working AI

7) **Date of next meeting**

* 28/03/2023

**END**