**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** | 28/03/2023 15.00pm |
| **Meeting co-ordinator** | Nelson, Noah, Eddie, Morgan |

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

* Last in-person meeting for easter break

1. **Issues discussed at this meeting**

* Completed cycle 2
* Design and Test classes completion
* Writing up a summary for cycle 2
* Other coursework coming in the way of the project
* No clear way to download and start the prototype

1. **Decisions agreed at this meeting**

* Cycle 3 to begin with requirement analysis
* Create a Read Me file in Github to have instructions on the installation process - Noah
* Eddie to start low level designs for cycle 3
* Ryan to lead programming team with production of basic AI
* Morgan and Noah will do some testing
* Nelson and Yash documenting

4) **Meeting Duration**

* 45 mins

5) **Risk Management**

* Motivation to work during holidays might be low - create tasks which are manageable, not to complex
* Time off work, some members going on holiday, so some work might have to be covered by other members

6) **Changes in the Project**

* Cycle 3 started
* Changing how the game is installed and run

7) **Date of next meeting**

* 04/04/2023

**END**