



# 12/11 Meeting Minutes

<b>Meeting Objective</b>	Review of Method Selection and Planning. Discuss further work.
<b>Attendees Present</b>	Alexandre Pinneau, Timothy Kerr-Chin, Harry Kelly, Siyaam Mahmood, Joe Sanders, Emily Tierney
<b>Meeting Start Time</b>	13:45

<b>Time</b>	<b>Discussion</b>	<b>Action agreed upon</b>
13:45	Discussion about work packages and team organisation.	N/a
13:53	Reviewing 4a) work from <b>Emily</b> . Reviewing 4c) work from <b>Timothy</b> .	Completion of 4a), 4b), 4c) for next week
14:15	Discussion of work for next week. <ul style="list-style-type: none"><li>• Software Architecture - team decisions</li><li>• Risk Assessment + mitigation after Software Architecture completion.</li></ul>	Meeting <b>13/11</b> to start Software Architecture.  Assignment of diagrams and designs for S.A.



<b>Action to be undertaken for the next meeting</b>	<ul style="list-style-type: none"><li>• Completion of 4a), 4b), 4c) for next week by <b>Emily, Joe</b> and <b>Timothy</b> respectively.</li><li>• Meeting <b>13/11</b> to start Software Architecture.</li><li>• Assignment of diagrams and designs for S.A.</li><li>• <b>Everyone</b> to watch the lecture regarding Git and version control.</li></ul>
<b>Date of Next Meeting</b>	<b>13/11</b>
<b>Meeting End Time</b>	<b>14:27</b>