

MEETING 2

Date: 22rd Jan 2020

Location: Templeman Library

Time: 6pm - 8pm

Summary of meeting:

- Document Handling - We proposed the utilisation of google docs, the reasoning behind this was because we could see live edits by other members of the group, and also any files can only be edited by requesting access from one of the group members themselves.
- A basic meeting schedule was also devised during this initial meeting (see the start of the document).
- Group Communication mediums were also debated and discussed during this meeting, with the use of WhatsApp (for informal group communication) and Discord (for remote group meetings) being ultimately chosen.

Members Present: Jamie Knott, Aum Desai, Sam Prowsei and George Daskalakis