

MEETING 11

Date: 18th Feb 2020

Location: Class workshop

Time: 9am – 10am

Discussion of meeting:

- The specification for the next stage (of the Yuconz project) was reviewed and understood by all members of the project team.
- The task schedule for stage 4 (of the project) was constructed and appended to the task schedule document.
- Tasks for the first batch (or sprint) of tasks were assigned to the different members of the team.

Tasks set and to whom:

Task name	Assigned to:	Expected completion date
Task schedule amendment	Jamie Knott	Finished during meeting
UML class diagram	Sam Prowse, George Daskalakis	22/02/2020 (to be reviewed at next progress review)
Meeting minute taking	Sam Prowse	Ongoing

Members Present: George Daskalakis, Sam Prowse, Aum Desai

Members absent: Jamie Knott

Reason for absence: illness