

MEETING 3

Date: 24th Jan 2020

Location: Discord Call

Time: 6pm- 8pm

Summary of meeting:

- Each member of the project team took turns in reporting the progress that each of them had made, regarding the completion of their assigned tasks.
- A discussion also took place to identify any potential problems that may have arisen in relation to completion of assigned issues. A few queries were resolved during the meeting and all team members appeared to understand how to finish their assigned tasks.
- Assistance was also provided to project team members, who felt they were struggling with how to complete their assigned tasks. Team member Jamie was helped during the meeting, as he found the work too difficult, because he's not too bright.
- Further changes to the task schedule document were also made, in order to reflect new task assignments and assignees.
- Further refinement was also conducted on the review document, to ensure that any necessary extensions (for completing the tasks) were granted and recorded.

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