**Meeting Minutes [Week Four]**

**Date:** Wednesday 12th October 2016 **Time:** 10:45am – 12:15pm **Location:** Waterfront Building **Purpose:** To discuss the Dave’s feedback and the following week's tasks.

|  |  |  |
| --- | --- | --- |
| **Attendees** | | |
| **Name** | **✓** | **Position** |
| Benjamin Reynolds | **✓** | Project Manager / Programmer |
| Thomas Simmons | **✓** | Project Manager / Designer |
| Sam Clack | **X** | Programmer |
| Ionut Ciobanu | **✓** | Designer |

**Agenda**

1. To discuss the feedback given to us by Dave during his session, discuss the project and which tasks we should work on in the following week.

**Discussion**

1. Ionut failed to complete his work this week, when asked why, he explained that the laptop he was going to order online was out of stock. When questioned about his excuses he proceeded to state that the first year at university “doesn’t really count” and show little consideration for the project and its procedures. After much discussion Ionut said that he will make up for this loss of time by taking an additional task for the following week.
2. Sam failed to attend Dave’s session, explaining via email an hour later that he could not find the building, arrived late and did not want to interrupt the session. He missed the group meeting and has not completed a single task as of yet.
3. The week's tasks have been allocated and are accessible via our GitHub project page.