**Date:** 8/3/2017

**Location:** Library Pod 3 and A214 Suite.

**Attendants:**

Ross Warren, Max Carter, Jake Seaman

**Missing:**

Jack Fuller

**Topic of meeting:**

To have a meeting with Rob over management skills and to plan next week’s sprint.

**Moving forward:**

We learnt skills to manage a team including emails etc.

We will use these skills in the coming weeks.

**Tasks:**

(the task list was lost within the emails and will be recovered if it can be. Otherwise it is currently on Jira).

**Next Week’s Meetings:**

**Date:** 15/03/2017

**Location:** Atrium building room A2.13