Meeting Minutes – Group 8

Time of Meeting: 13:00 – 14:00

Meeting Attendance:

* Charlie Kinglake
* Andreea Mazarianu
* George Smuts
* Michael Davis

Meeting Agenda:

* Run through completed work so far.
* Give a run through on JIRA and Github for the team.
* Create the presentation structure.

In this meeting, I mainly used it to see how everyone was getting on with their work, to check if there were any problems with the tools and to start creating the presentation.

We started by going over the moodboards and target audience research. Afterwards, Michael ran us all through his blueprint research and how certain ways of creating blueprint will allow more functionality for certain features that we may require later. After we had gone over all of the work, I gave the team a second JIRA and Github run through just to make sure everyone knew what to do and how to do everything.

Once we had gone over all of the work, we started putting together a structure for the pitch presentation. We have left it at just the structure with slide titles and a small description of what we will need to add. As and when work is completed over the course of the sprint, it will be added to the presentation. We have set a meeting for Wednesday 7th in the morning so we can all go over the presentation together and then practice, ready for the pitch.