**MEETING MINUTES: SUMO DIGITAL GROUP PROJECT**

**Date of Meeting:** 1st of March, 2019 (QUICK MEETING FOR THE PRESENTATION)

**Time of Meeting:** 11:00 am

**Attendees:** Brooklyn Hounsell, Hristina Sotirova, Victor Sicoe

**Apologies from:** Samuel Filby

**Item One: Postmortem of previous week**

**What went well:** We made progress on writing the Demo presentation.

**What went badly:** N/A

**Feedback Received:** N/A

**Individual work completed:**

Victor Sicoe –  
Brooklyn Hounsell –  
Samuel Filby –  
Hristina Sotirova –

**Item 2:** The aim of this meeting is to write the demo presentation.

**Tasks for the current week:**

You need to be absolutely clear as a team that individual participants understand the tasks they are being asked to complete and have estimated how long it will take them to finish. No more than 6 hours per person per week, 3 hours in lab based work and 3 remotely delivered.

**Victor Sicoe** –

**Brooklyn Hounsell** –

**Samuel Filby** –

**Hristina Sotirova** –

Item 3: N/A

**Meeting Ended:** 01:00 p.m.

**Minute Taker:** Victor Sicoe