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| Meeting Minutes |

# Call to order

A meeting of **IWIC group project** was held at **A2.12** on **6TH November 2018**. Attendees included **Myself, James and Kari** Members not in attendance included **[Chris, Rob]**.

# Approval of minutes

Minutes taken by Alex Jacobs

# Reports

## **This week progresses**

Discussed this week’s sprint and how the work is going, furthermore discussed Robs email regarding the tracking of work and general work flow of the project.

We decided to talk with Rob about tasks and how specific they are and what he’s looking for when we set weekly tasks.

## **Work flow**

We decided we need to discuss other commitments so rob can better understand how work is completed and our other commitments and how this effect the workflow of the project.

## Next Week

As a team we decided we will look at the work this week, taking on board comments from rob we will decide based on work completed to allow us to better divide up the tasks for the coming weeks.

# General work

So far this week we have completed two tasks from the sprint, and hopefully will have the remaining completed before the sprint ends tomorrow.

James currently has on task in progress and 1 task to do.

Kari has two tasks in progress which she is completing simultaneously.

Alex has 3 tasks, 1 of which is completed and the other two are in progress.

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| Secretary Alex Jacobs |  | Date of approval 06/11/2018 |