**Write your Team Name here**

Write your Project Name Here

**Minutes** for the Professional Development *Professional Project* meeting held on 10/10 at 3pm.

**In attendance**: Joe, Josh, Nathan

**Apologies**:

**Goal**: To introduce the team members, identify our project brief, and consider our approach to working together.

# Items Discussed

## Introductions

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Met each other except from Kyle** | **Kyle** | **Done** |
| **Discussed programming strengths and weaknesses** | **Josh** | **Done** |
|  |  |  |

## Communication

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Communicate Via Discord** | **Nathan** | **Done** |
| **Joe will be communicating with client** | **Joe** | **Done** |
|  |  |  |

## Coordination

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Project tasks will be recorded in an automated GitHub Project** | **Nathan** | **Done** |
|  |  |  |
|  |  |  |

## Cooperation

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Set up GitHub Repositories and Branches for each member of the team** | **Nathan** | **Done** |
|  |  |  |
|  |  |  |

## Interdependence

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Nathan As Team Leader** | **Group** | **Done** |
| **Josh as person in charge of reports** | **Group** | **Done** |
|  |  |  |

## AOB

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
|  |  |  |
|  |  |  |
|  |  |  |