

Title: Coach Meeting 1

Date: Monday 5th February 2024

Time: 18:20-18:35

Duration: 15 minutes

Members present: Sultan Alhaider, Betul Cilenk, Adam Hussain, William Leslie, Maheen Matin, Martinson Yan

Meeting notes:

-Ensure that internal conflicts are resolved efficiently and professionally - communication with Konstantin may be necessary

-Only functional requirements are necessary for analysis and design - not non-functional requirements

-There is currently no prescribed template for individual diaries - as long as the structure is logical and coherent, any structure is permissible

-All future team coach meetings will adhere to the following:

--Friday 10:30am

--A401

--in-person