**GROUP ASSIGNMENT – MEETING MINUTES**

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| **Module Name** | **CSCK541 January 2025 C** |
| **Assignment Name** | Final group project Assignment |
| **Assignment Due Date** | 24th March 2025 |
| **Team Name** | Group B |

Please, list your team members’ names in the table below and their respective roles.

Depending on the project, roles could be represented by specific tasks (i.e., tests/reviews), sections (i.e., poster sections), or anything else that explicitly identifies what each member is assigned to.

This document can be used for both synchronous (live/ real-time) and asynchronous collaboration.

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| **Full Name** | **Role / Tasks** |
| Ali Sabt | Tester/Programmer |
| Eva Grieving | Project Manager/GUI Designer |
| Arjan Dhinsa | Programmer |
| Francisco Antonio Da Silva Junior | Integration of code and GUI outline & README file |
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| **1. Meeting info** | | | |
| **Date of Meeting (or reporting deadline)** | 22nd March 2025 | **Time [UK] (or reporting deadline e.g. 23:55)** | 18:00 |
| **Location (VLE, Teams Chat for asynchronous)** | Teams | **Minutes prepared by** | Eva Grieving |

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| **2. Meeting Objective (task completion, challenges, future tasks)** |
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| **3. Attendance (or reporting progress from team members within 24h window before deadline)** | |
| **Full Name** | **Present (reported) / Not present (did not report) / Sent apologies** |
| Ali Sabt | present |
| Eva Grieving | present |
| Arjan Dhinsa | present |
| Francisco Antonio Da Silva Junior | present |

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| **4. Agenda and Notes, Decisions, Issues** | | |
| **Topic** | **Owner** | **Notes** |
| Final review of application | All | Running smoothly |
| Review of minutes | all | Agreed upon |
| Review of report | All | Agreed upon |
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| *The “Notes” column should include a summary of the discussion had about the topic and any decision taken.* | | |

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| **5. Action Items** | | |
| **Action** | **Owner** | **Due Date** |
| Submission | All | 24th March |
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| *The “Action” section must include the action(s) that the “Owner” (the student assigned to complete the action) must complete by the due date.* | | |

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| **6. Next Meeting (or reporting deadline)** | | | |
| **Date** (DD/MM/YY) | 24th March | **Time [UK]** (HH:MM) | **N/A** |
| **Location** |  | | |
| **Objective** | Only submission left | | |
| *Unless this minutes refers to the last one before submission, students need to identify date, location and objective of the next meeting/ reporting deadline before concluding the current meeting/ reporting deadline.* | | | |

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| A copy of this document **MUST** be included in your final submission.  The assessment will take into account these documents: you must ensure they are updated and accurate. In case of inconsistencies, please discuss them with your peers before submitting it. If these documents result inconsistent and differ among submissions, the final grade will be negatively affected (poor engagement). |