Minutes of Meeting

Project Name: Delphi Web Tool
Client Name: James Crabb
Date: [05/10/2024]
Time: 1800-2100
Location: Discord
Attendees:

- Griffin Gerry

- William Heinecke

1. **Agenda**

- Completion of Sprint 1

- Sprint 1 video presentation

2. **Meeting Summary**

- **Key Discussion Points:**

    o The creation and revision of diagrams for Sprint 1.

    o Revision and addition of user stories to our Kanban board on GitHub.

    o Next steps for our project and team members.

- **Decisions Made:**

    o Clarification on activity flow through activity flow diagrams.

    o Need to ensure updates to Kanban board moving forward.

- **Action Items:**

- Sprint report and video to be uploaded by 05/10/2024.

3. **Project Milestones Discussed**

- Sprint 2 to begin the week of October 7th, 2024.

4. **Next Steps**

- Prepare for Sprint 2 and first client meeting of Sprint 2.

- Continue learning process of tech stack.

5. Next Meeting

- **Date:** Unknown

- **Time:** Unknown

- **Location:** Online Platform

Meeting Notes Prepared By: Griffin Gerry
Date: [DD/MM/YYYY]