Minutes Meeting Week 0

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| **Team Number** | 17 |
| **Names of team members present** | Sam, Adam, Will, Sarah, Ethan, Umar |
| **Meeting format** | Discord call |
| **Date and time** | Friday 29th January 3pm |
| **Meeting co-ordinator** | sarah |

**1) Matters to note from last meeting**

* First meeting so no previous meeting

**2) Issues discussed at this meeting**

* Strengths of different members of the team, roles the members would play
* The jobs that should need to be completed

**3) Decisions agreed at this meeting**

* Adam and sam will focus towards project management as they are on the business course
* Adam will be project manager
* Sam will be assistant project manager and client liaison
* Umar will play the role of designer of the UI
* Coding will be shared out amongst Ethan, Sarah and will.

**4) Date of next meeting**

3rd February 2021

**END**