# Meeting Agenda
# 13/02/24

**Time:** 14:00 – 16:00
**Location:** Meeting Room 1, Chichester Foyer, Chichester Building, Falmer
**Attendees:** Ben Foard, Tim Bartlett, Fatema Alaali, Youssef Derouiche, Owen Gibson
**Meeting Notes:** Ben Foard

## Discussion Topics

### Team Communication
- Comments on Notion
- Internal

### Calendar
- Inform the team of changes that need to be made to the calendar

### Project Updates
- Risk Register
    - Show the risk register to the team and explain each point and mitigation steps
- Gannt Chart
    - Show the created chart and run through any feedback/concerns
- Code Language Review
    - Tim and Owen to update on Unity/Pycharm/Godot investigation

### Testing
- 3 stages of testing to be discussed with the team

### Specification
- Group activity (establish a best time for this with everyone)

### Upcoming tasks
- High level
- Low level

### Availability
- Over Easter break
- During term time

### Team Check Ins
- 10min Zoom, Whatsapp, Quicker calls? Whatsapp mentioned last meeting for group communication but this is for work check ins.

## Walk In Items

- Opportunity for anyone to bring up topics not previously listed on the agenda.

## Next Meeting

- Decide on time.