Meeting Agenda
20/02/24

Time: 14:00-16:00
Location: Group Study Room 1.10 (Library, University of Sussex, Falmer)
Attendees: Ben Foard, Tim Bartlett, Fatema Alaali, Youssef Derouiche, Owen Gibson
Meeting Notes: Ben Foard & Tim Bartlett

Discussion Topics

Updated GANNT Chart
- Ben to run through the new project timings
  - Highlighting important dates for team next week
- The Risk Register updates will be discussed next week

Sprint 1 updates
- Tim to brief team on how Sprint is proceeding
- Tim to update team on GIT usage
- Fatema wanted to discuss testing

Ben availability
- Due to the Addams Family production at the ACCA Ben's availability will be reduced following this meeting until next week, please contact Tim for related queries in the meantime

Next meeting
- 2PM next Tuesday work for everyone again?

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