**Interim Submission Development**

**Minutes of team meeting**

**1/11/2023, SMB 109**

**Present:** All members

**Meeting Purpose:** Progress check, work session

**Previous Actions:**

* Discussion of potential applications used for development/documentation
* Initial development structure was theorised but not in enough detail to be utilised

**Regular Actions:**

* None to date as this is the first meeting

**New Items:**

* 14:05 Planning workload for the day:

Will – architecture design

Ben – Trello board/ GitHub set up

Eli – Research on project components

Riley – recording and Trello board

* 14:30 De-cluttered Trello board (Riley)
* 14:32 Group GitHub pull request test successful

14:39 Adding descriptions to Trello cards (Ben, Riley)

* 14:40 Group discussion on GitHub processes/flow
* 14:45 Group discussion on Trello card/ minimum viable product
* 14:46 Developing sprint plan (Eli)
* 15:04 Progress update

Eli is developing a Gantt Chart

Will has further developed architecture design

* GitHub is set up (Eli, Will)
* 15:20 Trello Board is finalised for this sprint (Riley, Ben)
* 15:22 Setting up Gantt Chart for sprint plan (Eli, Ben)
* 15:45 Group discussing workload for next sprint
* 15:47 Creating Trello board for User stories (Ben, Riley)
* 15:48 Pushing ReadMe (Eli)
* 16:15 Finalised meeting

**Next Meeting:**

* 8th November 2023, Smeaton Building, Room 109