

Meeting 39 | Minutes

Meeting date | time 28/05/20 | 14:00 | **Meeting location** Google Hangouts

Meeting called by Whole Team
Type of meeting Weekly Scheduled
Facilitator Oliver Still
Note taker James Gardner
Timekeeper James Gardner

Attendees

Oliver Clarke (odjc500)
Stijn Marynissen (sm2174)
James Gardner (jadg502)
Che McKirgan (cwjm501)
Cameron Smith (cs1869)
Oliver Still (os705)

AGENDA TOPICS

Time allotted | 10 | Agenda Topic Discuss Previous Meetings Actions |

Discussion: To address any actions from the previous meeting and check all tasks are progressing on track. Address any issues that have arisen over the week.

No longer longing hours!

Time allotted | 5 | Agenda topic Presentation and Questions | **Presenter** Oliver Still

Discussion: All submitted. We will receive questions today and we are going to have a meeting later today to work through them together.

#	Action items	Person responsible	Deadline
1	Meeting at 4pm all working on the questions.	All	01/06

Time allotted | 10 | Agenda topic Individual Reports | **Presenter** Oliver Still

Discussion: Dan and Eric have extra time due to the testing report. Oli Still will double check and make suggested edits to them all until submission. Need to include the amount you've contributed to as a set of keywords next to the contributions.... (created, managed, entire document)

#	Action items	Person responsible	Deadline
2	Finish reports	All	01/06

Time allotted | 10 | **Agenda topic** *HTML* | **Presenter** *Oliver Still*

Discussion: Some documents still need adding and there is an issue with the documents on the live website, the Cubixel folder has a capital C and needs to be lowercase.

#	Action items	Person responsible	Deadline
3	Adding documents	Oli, Cameron	02/06

Time allotted | 10 | **Agenda topic** *Final Submission* | **Presenter** *Oliver Still*

Discussion: Looking to submit on Wednesday.

#	Action items	Person responsible	Deadline
4	IP Change, Merge dev to master	James	02/06