# Minutes for CSC2058 Project: 20 Minutes Week commencing: 12/10/2020

# Date of this minute­­­­­: 13/10/2020

The following team members were present on Teams (if not Teams, indicate platform) when minutes were discussed:

|  |  |
| --- | --- |
| Name (printed/typed) | Signature (agreed bitmap or initials) |
| Daniel Mason | DM |
| Niamh McLarnon | NML |
| Craig Mulligan | CM |
| Michael Kennedy | MK |
| Omar Ahmed Hassan Abdelfattah Bashah | OB |
| Charlotte Bisp | CB |

Task Reporting (Briefly list the progress for each team member in the last week.\*)

Name (Daniel):

* Introduction
* Strengths & Weaknesses

Name (Niamh):

* Introduction
* Strengths & Weaknesses

Name (Craig):

* Introduction
* Strengths & Weaknesses

Name (Michael):

* Introduction
* Strengths & Weaknesses

Name (Omar):

* Introduction
* Strengths & Weaknesses

Name (Charlotte):

* Introduction
* Strengths & Weaknesses

\*Printouts giving an overview of interim deliverables may be added as a supplement to these minutes.

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name (Daniel):

* Read Project Requirements
* Look at Week 1-3 module notes
* Read Activity Plan

Name (Niamh):

* Read Project Requirements
* Look at Week 1-3 module notes
* Read Activity Plan

Name (Craig):

* Read Project Requirements
* Look at Week 1-3 module notes
* Read Activity Plan

Name (Michael):

* Read Project Requirements
* Look at Week 1-3 module notes
* Read Activity Plan

Name (Omar):

* Read Project Requirements
* Look at Week 1-3 module notes
* Read Activity Plan

Name (Charlotte):

* Read Project Requirements
* Look at Week 1-3 module notes
* Read Activity Plan