**Software Engineering G6046**

Record of a team meeting – template document (adapt as you see fit)

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| **Team Number** | 30 |
| **Names of team members present** | 5 |
| **Meeting format** | Discord |
| **Date and time** | 24/02 11:00 |
| **Meeting co-ordinator** | Akeil |

1. **Matters to note from last meeting**

None. This is the first meeting.

1. **Issues discussed at this meeting**

* Team roles
* Programming language to use
* File sharing methods
* Weekly meeting times

1. **Decisions agreed at this meeting**

* Dillon and Akeil – Coding
* Ifan, Yimou, Zitong – Documentation
* Python and Pygame
* Github for sharing
* Meetings will take place weekly on discord and in person on Wednesdays at 2pm

1. **Date of next meeting**

02/03 14:00

**END**