

Software Engineering G6046

Team Number	5
Names of team members present	Whole team
Meeting format	Physical
Date and time	03/04/25, 15:00
Meeting co-ordinator	Whole team

1) Matters to note from last meeting

YouTube channel created successfully and videos uploaded after streaming system testing – works very well. Bug documentation was also created and fixes are going well.

2) Issues discussed at this meeting

- Still some outstanding bugs but okay as long as log them
- Need to do some more testing
- GitHub folders are not organised to submission standards

3) Decisions agreed at this meeting

- Final parts of testing and bug fixing, as close to deadline as possible
- Begin final checks of documents and organise GitHub
- Ensure all deliverables are created and begin group report

4) Date of next meeting

10/04/25, 15:00

END