

Software Engineering G6046

Team Number	5
Names of team members present	Whole team
Meeting format	Audio call
Date and time	09/04/25, 18:00
Meeting co-ordinator	Whole team

1) Matters to note from last meeting

The project is very nearly ready to submit, all deliverables are made, just needs final refinements. Bug fixing has been completed with very few bugs remaining.

2) Issues discussed at this meeting

- Still some bugs left but they are documented and have a plan of action
- Need to complete peer review as final task
- Most documents are fully complete, but some still need a small amount of work

3) Decisions agreed at this meeting

- Finish double-checking all deliverables and repository
- Complete peer review to finish group report
- Submit.

4) Date of next meeting

N/a as project completed

END