**Software Engineering G6046**

| **Team Number** | 35 |
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| **Names of team members present** | Dzhan Hasan, Eliza Back, Rie Tse, Sean Wadsworth |
| **Meeting format** | Discord |
| **Date and time** | 14/02/22 16:00 |
| **Meeting co-ordinator** | Sean Wadsworth |

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

n/a

1. **Issues discussed at this meeting**

* Content for phase A progress meeting
* Project Planning (PERT plan, risk, etc.)
* Planning for Sprint #1
* Design Planning (Class Diagram, visual design)

1. **Decisions agreed at this meeting**

* Eliza is leading the first Sprint
* Eliza and Rie will both work on overall project planning and sprint planning
* Dzhan will work on design planning
* Sean will begin working on the first prototype

1. **Date of next meeting**

15/02/22 15:30, Focus: Pre-Seminar Discussion

**END**