**Software Engineering G6046**

| **Team Number** | 35 |
| --- | --- |
| **Names of team members present** | Dzhan Hasan, Eliza Back, Rie Tse, Sean Wadsworth |
| **Meeting format** | In Person |
| **Date and time** | 28/02/22 15:00 |
| **Meeting co-ordinator** | Eliza Back |

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

All assigned tasks from the previous meeting were completed as scheduled.

1. **Issues discussed at this meeting**

* Conducted the Phase Review A meeting with Eliose.
* Received feedback regarding the project status – All completed work is of or above the required standard in line with the project deadlines and other development teams.
* Which tasks should be allocated for the remainder of the Sprint Cycle.
* When to end the current Sprint Cycle.

1. **Decisions agreed at this meeting**

* Allocated tasks will be given during the seminar on 01/03/22.
* The prototype shall be supplemented with minor improvements and fixes in order to be used as a basis for development of the required product.
* The current Sprint shall end upon the completion of a Unified Modeling Language (UML) Diagram and once the working prototype development agreed upon is completed.

1. **Date of next meeting**

15/03/22 15:30, Focus: Pre-Seminar Discussion

**END**