**CE903/913 (MSc Group Project): Team 12**

(all text boxes will automatically re-size, according to the amount of text entered)

Date & time of meeting:

25/01/2022 9:00AM

Place of meeting:

Zoom

Group members present:

BUZINA ESPOIR MURHABAZI mb21687

FAMUYIWA OLASUBOMI OMOTENIOLA of21233

OLABIYI AYODELE ao21876

JOSEPH GEORGE ZUBIN gj21105

Group members absent but who explained their absence before the meeting (list given reason(s) for absence against each name):

RODRIGUEZ ALBA ANA LAURA ar21359 Health

All other group members (that is, those not listed in the previous two boxes):

SERRATO JUAN CARLOS js21339

CHAVDA ARPITA DIGVIJAYSINH ac21142

Name of chairperson for this meeting:

BUZINA ESPOIR MURHABAZI mb21687

Name of secretary for this meeting:

OLABIYI AYODELE ao21876

Are the minutes of the previous meeting agreed as a correct record (after correction of matters of fact)?

List any corrections of matters of fact here: N/A

Review all actions agreed at previous meeting and record how far individual responsibilities have been fulfilled.

* Set up a Slack channel as an alternative to our communication Channel - Done
* Reach out to our supervisor for an introduction and project – Done
* Create a Google form to collate all skills in the group after we get the project from supervisor – Pending
* Set up our Gitlab and Jira – Done
* Await feedback from our supervisor and plan to reconvene for a meeting asap - Done

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given:

New matters discussed:

* Discuss how to collaborate on the team project
* Discuss the approach for the Image Clef task
* Discuss individuals to use Jira and Gitlab

Issues/problems to be reported to project supervisor:

N/A

List all actions requiring attention (i.e., those uncompleted actions from the previous meeting and all actions agreed at the present meeting), the agreed timescale for completion of each one and who is responsible for each one (including setting an agenda for the next meeting and writing the minutes of the present meeting). *Uncompleted actions from the previous meeting should be the first on this list*:

* Set up another meeting this week 6:30pm on Thursday - Felix
* Team should learn how to make pull and merge request on Gitlab and - All
* Meetings would be lead by different individuals and everyone should plan to lead - All
* Share timeframe in lecture and links to approach to solve the project - Ayodele

Record here the agreed chairperson, secretary, date, time and place of next formal meeting:

Felix – Thursday 27th January Zoom