

# Meeting Notes

## Date:

*Tuesday 23rd September 2025*

## Attendees:

James Wannan  
Gurman Singh  
Gabriel Babusana

## Team leader:

Rotation with a collaborative approach.

## Weekly meeting:

Every Thursday at 1pm after today.

## Roles

USU STUDENT APP > James.

UNION MANAGEMENT SYSTEM > Gurman

USU OPERATION SYSTEM > Gabriel

SOCIETY LEADER APP > Oli

## Meeting Agenda

The agenda of today's meeting was to set up a group Github account and exchange contact information. The subsystems were assigned to the team with the roles clearly defined above. We came to a mutual agreement the best way to proceed is with a rotational group leader. We

completed all the elements of the agenda and we set a clear agenda for the next meeting on ***Thursday 2nd October 2025***.

### **Next meeting agenda.**

We established the best way to proceed was to do research prior to this meet to further understand our individual contributions. This approach will enable us to go into the meeting and have a clear understanding of what is required. This agenda is set to ensure our work remains coherent with one another and to ensure progress is made and clear at every meeting.