

Meeting Notes

Date:

Thursday 2 October 2025

Attendees:

James Wannan

Gurman Singh

Gabriel Babusana

Oli Soames Pearson

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 have a discussion about what we had learned about our individual tasks. A key topic we addressed was the best approach to make our work fit together seamlessly but also

focus on our individual roles and responsibilities. Through communicating this concern early we set out a plan to review each other's progress in a collaborative and supportive manner in order to meet the requirements of the assignment.

Next meeting agenda.

We now aim to make steady progress on our individual roles as this targeted focus will allow us to contribute better in our shared tasks as a combination of our understanding will assist us in a seamless group project submission.