Meeting Minutes – Lab02 Group Call

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| **Meeting Information** | | | | | | |
| Objective: | | Weekly Lab02 | | | | |
| Date: | | 24/02/2022 | Location: | | Microsoft Teams | |
| Time: | | 10:00 AM-12:00AM | Submitted by: | | Gerard Mathews | |
| Attendees: | | Felix Li, Gerard Mathews, Harry Chow, Jack Adams, James Pinnington | | | | |
| **Agenda Items** | | | | **Presenter** | | **Time Allotted** |
| 1 | Organise a second weekly meeting time | | | N/a | | 5mins |
| 2 | Technical issues from week 1 | | |  | | 5mins |
| 3 | Discuss the assignment | | |  | | 15mins |
| 4 | Suggest the minor roles such as meeting minutes and timetabling | | |  | | 5mins |
| **Decisions** | | | |  | |  |
| 1 | A follow up meeting for Friday the 25th at 12:00pm | | | | | |
| 2 | Roles needed be assigned and would be assigned in the following meeting | | | | | |
| 3 | Further knowledge of assignment was needed before continuing | | | | | |
| 4 | A timeline needed to be established to achieve the project goal | | | | | |
| **New Action Items** | | | | **Responsible** | | **Due Date** |
| 1 | Roles needed to be assigned | | | (Whole Group) | | 25/02/2022 |
| 2 | Meeting minutes needed be recorded | | | Gerard M | | 25/02/2022 |
| 3 | Each member was to read through the assignment specifications before the next meeting | | | (Whole Group) | | 25/02/2022 |
| 4 | A plan of action for iteration needed to be established | | | (Whole Group) | | 25/02/2022 |
| **Other Notes & Information** | | | | | | |
| This meeting was the first step in the group project and was responsible for laying the minor groundwork. In addition to this, the meeting allowed us to get a grasp of each group member’s current knowledge/progress with the assignment.  In an effort to determine a meeting time that was ideal for each group member, James made use of a timetabling tool which allowed all members to input their own availability. This tool is accessible via the following link: <https://bit.ly/3vw4Yv1> | | | | | | |