Meeting Minutes – Team Meeting 25/02/2022

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| **Meeting Information** | | | | | | |
| Objective: | | To assign roles and plan the start of iteration 1 | | | | |
| Date: | | 25/02/2022 | Location: | | Microsoft Teams | |
| Time: | | 45mins | Submitted by: | | Gerard Mathews | |
| Attendees: | | Felix Li, Gerard Mathews, Harry Chow, Jack Adams, James Pinnington | | | | |
| **Agenda Items** | | | | **Presenter** | | **Time Allotted** |
| 1 | Assigning Team Roles | | | N/a | | 15 |
| 2 | Identifying tasks to be managed throughout the project | | |  | | 20 |
| 3 | Identifying the order of tasks | | |  | | 10 |
| 4 | Creating a desired timeline for the first iteration | | |  | | 10 |
| **Decisions** | | | |  | |  |
| 1 | The desired timeline for iteration is as followed: (26/02 – 27/02 = Writing test files), (28/02 – 04/03 = Writing and implementing), (05/03 – 06/03) Reviewing and editing the code. | | | | | |
| 2 | With 10 functions to create tests for over the weekend it was decided that 2per person was manageable as well as efficient. | | | | | |
| 3 | The meeting minutes task was to be rotated equally among group members. | | | | | |
| 4 | Another meeting was required over the following weekend. | | | | | |
| 5 | Further clarification with our tutor was required for certain areas | | | | | |
| **New Action Items** | | | | **Responsible** | | **Due Date** |
| 1 | An email regarding issue boards and other uncertainties will is to be sent to Usmaan. | | | Gerard M | | 26/02/2022 |
| 2 | Each group member must complete two test files each over the weekend | | | (Whole Group) | | 28/02/2022 |
| 3 | Another meeting needed to be established | | | (Whole Group) | | 26/02/2022 |
| **Other Notes & Information** | | | | | | |
| Further discussion is required amongst the group to complete Stage 1. | | | | | | |