Meeting Minutes – Iteration 3 progress check in

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| **Meeting Information** | | | | | | |
| Objective: | | Review the progress made since the last meeting | | | | |
| Date: | | 7/04/2022 | Location: | | Microsoft Teams | |
| Time: | | 10:30am – 11:35pm | Submitted by: | | Harrison Chow | |
| Attendees: | | Felix Li, Gerard Mathews, Harry Chow, James Pinnington, Jack Adams | | | | |
| **Agenda Items** | | | | **Presenter** | | **Time Allotted** |
| 1 | Updated everyone on how their progress has been doing on the iteration 3 functions | | | Everyone | | 20 min |
| 2 | Worked through some problems individuals were having with their code writing. This mainly involved interpreting the spec and simplifying code. | | | Everyone | | 35 min |
| 3 | Planned our future course of action for the next few days | | | Everyone | | 10 minutes |
| 4 |  | | |  | |  |
| **Decisions** | | | |  | |  |
| 1 | Discussed how to organise our data store to fit in the new specifications, such as stand ups. | | | | | |
| 2 | Organised our next meeting to be sometime this weekend. | | | | | |
| 3 |  | | | | | |
| 4 |  | | | | | |
| **New Action Items** | | | | **Responsible** | | **Due Date** |
| 1 | Prepare for our meeting/stand up | | | (Whole Group) | | 10/04/2022 |
| 2 | Complete assigned functions/tasks | | | (Whole Group) | | 10/04/2022 |
| 3 | Take note of any problems you encountered and review them in the next meeting | | | (Whole Group) | | 10/04/2022 |
| **Other Notes & Information** | | | | | | |
| This meeting was mainly a progress check for iteration 3. We hope to have most of the functions completed by 11/4/22 such that we have enough time to debug our code and solve any problems we may face. This will also give us time to attempt to gain extra marks by attempting a feature, given we have completed the necessary work beforehand. This also helps us balance our workload for our other subjects, as we found this project to be very time consuming. | | | | | | |