Meeting Minutes – Team Meeting 14/04/2022

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| **Meeting Information** | | | | | | |
| Objective: | | Collaborative Lab work + Iteration 3 Planning | | | | |
| Date: | | 14/04/2022 | Location: | | Microsoft Teams | |
| Time: | | 1hr40mins | Submitted by: | | Gerard Mathews | |
| Attendees: | | Felix Li, Gerard Mathews, Harry Chow, Jack Adams, James Pinnington | | | | |
| **Agenda Items** | | | | **Presenter** | | **Time Allotted** |
| 1 | Sharing our progresses | | | N/a | | 15 |
| 2 | Discussed the report component of Iteration3 | | |  | | 10 |
| 3 | Updating schedule for the remaining work | | |  | | 15 |
| 4 | Clarification with Usmaan regarding password reset | | |  | | 5 |
| **Decisions** | | | |  | |  |
| 1 | The report requires more input from all group members | | | | | |
| 2 | Clarification with Usmaan is needed to understand password reset testing | | | | | |
| 3 | Another meeting is required in the next few days to assign roles for the report component | | | | | |
| 4 | Another meeting was required over the following weekend. | | | | | |
| **New Action Items** | | | | **Responsible** | | **Due Date** |
| 1 | A Message will be sent to Usmaan regarding the password reset function and how it can be tested. | | | Gerard M | | 14/04/2022 |
| 2 | Each group member is expected to contribute to the report component | | | (Whole Group) | | 16/04/2022 |
| 3 | Another meeting is needed to assign roles | | | (Whole Group) | | 16/04/2022 |
| **Other Notes & Information** | | | | | | |
| This meeting was largely used as a progress update and a discussion platform for the report component. The group seems to be on track for delivering Iteration 3. | | | | | | |