**Software Engineering G6046**

Record of a team meeting – template document (adapt as you see fit)

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| --- | --- |
| **Team Number** | 30 |
| **Names of team members present** | 3 |
| **Meeting format** | In person |
| **Date and time** | 29/04 11:00 |
| **Meeting co-ordinator** | Ifan |

1. **Matters to note from last meeting**

* We now have a playable prototype

1. **Issues discussed at this meeting**

* Which aspects of the deliverables will have to be sacrificed in order to ensure that the rest of the project is submittable

1. **Decisions agreed at this meeting**

* Due to time restraints and absent team members, testing documentation and software documentation will not be completed to a high standard
* Dillon finishing code and recording video
* Ifan writing report

1. **Date of next meeting**

N/A

**END**