***TEAM MEETING SUMMARY WEEK 1***

# **27/02/2018 (TUESDAY)**

***ACHIEVED DURING THE TEAM MEETING***

* Team Agreement uploaded
* Team has started working on client list
* Next meeting time decided

***DISCUSSION DURING THE MEETING:***

* Standardised templating will be needed to begin the project come week 2
* Finalise which program(s) will be used for the final project
* Still waiting on tutor to get back to us regarding team number and self-enrolment
* Still waiting on tutor to join Git-hub
* Organise available meeting times

***GOALS FOR NEXT TIME:***

* Get Tutors GitHub details to invite tutor
* Finalise team number for self-enrolment
* Understand the problem space more
* Clarify wording of assignment scope with tutor regarding “**This list of client requirements MUST be emailed to your development team members two days before your next workshop.”** and “**This list of features MUST be emailed to your clients two days before your next workshop**.”