

Meeting Agenda: Group 5

Date: 13th December 2024

Time: 2pm

Location/Platform: Whatsapp Call

Chair: Ross

Note taker: Jenna

Agenda

Item	Person	Time
Introductions	All members	5 mins
Review project brief and requirements	All members	5 mins
Begin considering task assignment	All members	5 mins

Meeting End: 2.15pm.

To do:

1. All members to read brief and discuss on Whatsapp which task is most appropriate for each member based on skills.
2. Ross to create timeline and timeline of tasks in chronological order.
3. Jenna to set up GitHub repository and invite members.
4. Jenna to set up shared OneDrive folder and invite members.

Date of next meeting: 23rd December 2024, 11am