**Meeting Agenda:** Group 5

**Date:** 13th December 2024

**Time:** 2pm

**Location/Platform:** Whatsapp Call

**Chair:** Ross

**Note taker:** Jenna

**Agenda**

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| --- | --- | --- |
| **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