Title: Meeting minutes week 3.1

Date: 13/02/2023 2.00 – 3.00 pm

Participants: Shamim Bavani, Joanna Oruba, Samuel Coyle, Ceridwen Grey, Joshua MacKay

Tasks of this meeting:

1. Prepare the questions for the interview.
2. Discuss the project description.
3. Discuss about the system requirements.

Decisions made:

1. Ceri, as the team speaker, will introduce herself and the team to the client. After the introduction, team speaker will instruct how the meeting will look like. The next step is starting to ask the questions about the requirements.
2. We discussed the system requirements and prepared the questions in the word document.

Next meeting: Tuesday, 14/02/2023 4:30pm-5pm