Title: Meeting minutes week 3.2

Date: 14/02/2023 4.30 -5.00pm

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

Tasks of this meeting:

On this meeting, taken straight after the interview, we discussed how the interview went. We decided to make a web-based software. We had a read through of the documents added by the lecturer and decided what next steps we take. The document we need to prepare, which we are aware of now, is Requirements Specification document.

Action for the next meeting:

1. Secretary sends the email to Client asking to send over the templates and copy of excel files (at least the categories), as agreed on the interview.
2. We start working on the requirements specification document. Sam is taking the lead; on next meeting we will analyse prepared text and take further steps.
3. We need to find out, what other documents we need to write/prepare for this project.

Next meeting: Tuesday, 21/02/2023 3pm-4pm