# Meeting *1*

## Week *10*

#### Scribe – James Oatley

### Apologies for Absence

Ankita apologizes for being ill and not at the meeting.

Sam not present.

### Old Business – Action Points from Last Meeting

Jonathan and Steve integrated the code over the weekend

Paul “nearly” has access to GitHub and should have a document containing our company roles.

Steve spoke to Rob from the other group (also Ankita and John involved) to discuss the contracts

James updated the minute’s template & QA manual

### New Business

Integrated project is on GitHub – a couple of things need to be tied up by the software team for Friday

New sprint to be introduced for Tuesday (tomorrow) so that those without deadlines can start their new work.

The basic slideshow is nearly done.

Guidelines for integration document discussed for future reference when a coding pair wants to implement their code with the main project

### Action Points

2nd sprint to be prepared by Steve for introducing in tomorrow’s meeting.

People need to fill out their weekly report sheets and submit them by **midnight** – week 10 plans ect.