

Team Meeting - 12th February 2022

Introduction

Date of meeting	Summary of items discussed	In attendance
12th February 2022	In this meeting, we discussed the final pieces of work remaining for the presentation, as well as performed a brief bit of UAT with our clients.	Alex, Antonios, Kieron, Kike, Sergio & Suresh

Items Discussed

- **UAT** - In a co-ordinated session with our clients, we undertook a brief level of UAT. Our clients were happy with our prototype and confirmed that all requirements had been met.
- **Presentation** - We discussed the remaining work for the presentation & decided on the team members that would be recording the voiceover once complete.
- **Format of Deliverables** - Upon consultation with Tutor correspondence, we have decided to upload our transcript to the learning platform, combined with a zip file containing the files, as well as links to the respective repositories.

Actions Arising from Meeting

The below table contains a concise summary of the actions that have arisen from this meeting, as well as the team member(s) responsible for undertaking the task.

Action number	Description	Responsible
1	Presentation - Finish the content for the presentation and review with team members.	Kike & Sergio (Primary) / Rest of Team
2	Development - Record voiceover for the presentation.	Antonios & Kike
3	Whole Team - Submit presentation and deliverables on Moodle.	Whole Team