

Team Meeting - 27th November 2021

Introduction

Date of meeting	Summary of items discussed	In attendance
27th November 2021	Discussion of requirements from both teams.	Doug (Tutor), Kieron (Group 1), Kike (Group 1), Sergio (Group 1), David (Group 2), Uzayr (Group 2)

Items Discussed

- **Requirement Presentation** - Both teams presented their requirements & agreed to return to their teams to discuss which ones they would continue with.

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	Both Teams - Agree 10 requirements with team that will be taken forward.	Both Teams