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| Group 4 Meeting 3 Notes |

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| 18/02/2021 | 11:00 | MS Teams |

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| Chair | Killian McShane |
| Secretary | William Payne |
| Attendees | James Harris |
| Apologies | Matthew Blatherwick, James Murphy, Feize Shi |

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| Item 1: Requirements analysis document |

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| Discussion | Reviewed the requirements analysis criteria.  Killian created a document with tasks separated into manageable chunks and we distributed these to the team members.  We created a collaborative document to ensure consistency and to make it easier to keep track of group progress. |
| Conclusions | Document to be reviewed, improved and submitted in our next meeting. |

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| To-do: | | Deadline: |
| Each member to complete their tasks. | | 22/02/2021 |
| Other business: | | | |
| Date of next meeting | Monday 22nd February @ 14:00 | | |