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| ***Meeting Minutes*** | |
| Meeting objectives: | * Start to discuss the program * Start to look at ways we can complete the program * Show final versions of first missions |
| Meeting Date: | 7th March 2019 |
| Meeting Time: | 10am-12pm |
| Meeting location: | CIS 003 |
| Minutes issued by: | Arlana Keen |

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| Attendees: | Signatures: |
| Arlana Keen |  |
| Oliver Howe |  |
| Lewis Jackson |  |
| Brandon Henderson |  |

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| Next Steps: | Owner: | Due date: |
| Arlana Keen | Edit all project management documents and start plan for second mission | 14th March 2019 |
| Oliver Howe | Start plan for second mission | 14th March 2019 |
| Lewis Jackson | Start plan for second mission | 14th March 2019 |
| Brandon Henderson | Start plan for second mission | 14th March 2019 |
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| Discussion: |
| We started by looking at the project brief and the class diagram, this was so that we could all get a good idea of the program we wanted to complete. We then discussed each person’s first mission and agreed these were all finished allowing us to progress next week and start the program. We discussed the time frame off the second mission and agreed this was still on time for the 5th April 2019 and after this we would complete the group missions. |

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| Decisions made: |
| * Everyone would come up with a plan for the program to present in next meeting. * All final first missions to be uploaded to git hub. * Time frame would remain the same for the second mission |