

Team 9
Minutes of the meeting of Team 9
Urban Sciences Building, 1 Science Square, NE4 5TG
On Thursday 7th March 2019, at 16:30

Present:

Emil Delvaux
Helen Evans
Nicholas Ng

Vilius Kaulinskas
Ethan Gwilliams
William Kershaw

Robert Kovbasiuk
Callum Nicholson

- MINUTES -

- 1) Apologies for absence: 1
Emily Harrison - Job
- 2) Minutes of the Last Meetings to carry out today:
 - (i) Ensuring specification is ready for submission

The Minutes of the last meeting held on the 28/03/2019 were taken as read and agreed. A detailed document of this meeting can be found on the communal online file space.

- 3) Meeting Report:

(i) Ensuring specification is ready for submission

The documentation leader handed out sections that needed to be complete for submission the following day. The rest of the meeting consisted of collaboration between everyone present to get the correct sources and information on the document, as well as including and writing new sections that had previously been overlooked.

- 4) Matters and Actions to be sorted and undertaken at next meeting/s:
 - (i) Reviewing Progress
 - (ii) Web Design Review #1

- 5) The arranged date and time for the next meeting is:

Thursday 14th March 2019, 16:30

N.B: If anything arises demanding immediate attention of the Team, a special meeting can be called.

MEETING CLOSED AT 18:10

Chairperson:

Dated:

Helen Evans

9/3/19