

Team 9
Minutes of the meeting of Team 9
Urban Sciences Building, 1 Science Square, NE4 5TG
On Thursday 15th November 2018, at 14:30

Present:

<i>Emil Delvaux</i>	<i>William Kershaw</i>
<i>Helen Evans</i>	<i>Callum Nicholson</i>
<i>Ethan Gwilliams</i>	<i>Nicholas Ng</i>
<i>Vilius Kaulinskas</i>	<i>Robert Stepanov</i>

- MINUTES -

- 1) Apologies for absence: **0**
- 2) Minutes of the Last Meetings to carry out today:
 - (i) Review progress made by each team member on the initial task set by the team leader
 - (ii) Finalising a name and logo for the app
 - (iii) Setting up an online space for files that is folder-based

The Minutes of the last meeting held on the 01/11/2018 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) Review progress made by each team member on the initial task

Asked members for their prototype of the task assigned. A photoshopped version of the app layout was put forward and proposed as a resource for the upcoming Dragons' Den. Progress was checked for every member of the team.

(ii) Name and Logo

This must be done before Dragons' Den. The name and app are to be finalised in the next couple of meetings – brainstorming and designing will occur outside of meetings

(iii) Setting up online file space

This was sorted by lead documentation; now all completed files - aka minutes and initial documentation - will be accessible via the GitHub link:

<https://github.com/ncl-compSci-Team9-2018/>

4) Matters and Actions to be sorted and undertaken at next meeting/s:

- (i) Checking Documentation Progress
- (ii) Client Meeting
- (iii) Name and Logo review
- (iv) Basic working prototype

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

Tuesday 20th November 2018, 11:30

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

MEETING CLOSED AT 14:52

Chairperson:

Helen Evans

Dated:

19/11/18