Team 9
Minutes of the meeting of Team 9
Urban Sciences Building, 1 Science Square, NE4 5TG
On Wednesday 24th October 2018, at 10:00

Present:

Emil Delvaux	*William Kershaw*
Helen Evans	*Callum Nicholson*
Ethan Gwilliams	*Nicholas Ng*
Emily Harrison	
Vilius Kaulinskas	

– M I N U T E S –

1) Apologies for absence: **0**
   Robert Stepanov absent

2) Minutes of the Last Meetings to carry out today:

   (i) Presentation roles
   (ii) A communal online space for files
   (iii) Group collaboration software
   (iv) Team contract
   (v) The initial scope of the project
   (vi) What initial research must be done

   The Minutes of the last meeting held on the 18/10/2018 were taken as read and agreed. A
   detailed document of this meeting can be found on the communal online file space.

3) Meeting Report:

Before going through the itinerary from last week's meeting, time sheets were discussed; and the
team leader explained the necessity of keeping your time sheet up to date and readily available.

Itinerary:

(i) Presentation roles
   It was realised that there was no need for this as the presentation was already conducted
   during the Team Leader meeting the day before.

(ii) A communal online space for files
   Decided to *currently* use the Microsoft Teams platform provided to upload communal files.
   Upon coding the app, would use GitHub as it is the industry standard and what we've been
   supplied with by the university.

(iii) Group collaboration software
   Again, chose Microsoft Teams to message team members in a professional manner. Due to
   the lack of knowledge about the application, it was decided that Slack is a viable option if we
   choose to change the collaboration software down the line.

(iv) Team contract
   In this segment of the meeting, the team leader asked everyone to make sure they read,
   understood, and fully agreed with everything stated in the team contract - offering revisions if
   needed. This is so that in the next meeting the team contract could be signed and sent in
   before the deadline on Friday.

(v) The initial scope of the project
   This point was postponed until a later meeting due to prioritising other more time-pressing
   matters.

(vi) What initial research must be done

The team leader interpreted this point to mean the research for each individual role. He assigned everyone a role-specific task to try and get everyone to understand what they're undertaking and how it would fit with making the app and website. The documentation created from this task allowed for the initial research that would serve as the basis for the app's content.

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

    (i)   Finalising and signing the team contract
    (ii)   Discussing roles within subsections
    (iii)   Outlining subsection documentation
    (iv)   The initial scope of the project

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

Thursday 25th October 2018, 14:30

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

MEETING CLOSED AT 10:20

Chairperson: Dated:

HelenEvans   29/10/18