

Team 9
Minutes of the meeting of Team 9
Urban Sciences Building, 1 Science Square, NE4 5TG
On Thursday 6th December 2018, at 14:30

Present:

Emil Delvaux
Helen Evans
Ethan Gwilliams
Emily Harrison

Vilius Kaulinskas
William Kershaw
Callum Nicholson
Nicholas Ng

Robert Stepanov

- MINUTES -

- 1) Apologies for absence: 0
- 2) Minutes of the Last Meetings to carry out today:
 - (i) Reviewing Draft Specification before Submission

The Minutes of the last meeting held on the 27/11/2018 were taken as read and agreed. A detailed document of this meeting can be found on the communal online file space.

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

- 3) Meeting Report:

(i) Reviewing Draft Specification before Submission

To ensure the specification had all the essential elements, sections were assigned to each person by lead documentation, and over the next week will be handed to the documentation team and assembled together before being submitted.

- 4) Matters and Actions to be sorted and undertaken at next meeting/s:
N/A – nothing urgent required due to Christmas break and exam preparation.

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

Thursday 31st January 2019, 15:30

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

MEETING CLOSED AT 15:15

Chairperson:

Helen Evans

Dated:

10/12/18