

Team 9
Minutes of the meeting of Team 9
Urban Sciences Building, 1 Science Square, NE4 5TG
On Thursday 28th February 2019, at 16:30

Present:

Emil Delvaux
Helen Evans
Nicholas Ng

Vilius Kaulinskas
Ethan Gwilliams
Emily Harrison

Robert Stepanov
Callum Nicholson
William Kershaw

- MINUTES -

- 1) Apologies for absence: 0
- 2) Minutes of the Last Meetings to carry out today:
 - (i) Reviewing Progress
 - (ii) Ensuring everyone is linked to the team GitHub (Not Needed)

The Minutes of the last meeting held on the 21/02/2019 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) **Reviewing Progress**

The website team reviewed briefly the design of their site internally. The programming team looked at the current progress of the app, and the documentation team continued to work on the specification.

- 4) Matters and Actions to be sorted and undertaken at next meeting/s:
 - (i) Ensuring specification is ready for submission

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

Thursday 7th March 2019, 16:30

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

MEETING CLOSED AT 17:14

Chairperson:

Dated:

Helen Evans

09/03/2019