

**Team 9**  
**Minutes of the meeting of Team 9**  
**Urban Sciences Building, 1 Science Square, NE4 5TG**  
**On Thursday 28th March 2019, at 15:30**

Present:

*Emil Delvaux*  
*Vilius Kaulinskas*

*Helen Evans*  
*William Kershaw*

*Ethan Gwilliams*  
*Nicholas Ng*

*Emily Harrison*  
*Callum Nicholson*

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**- MINUTES -**

- 1) Apologies for absence: **1**  
*Robert Kovbasiuk - Family*
- 2) Minutes of the Last Meetings to carry out today:
  - (i) Reviewing Progress
  - (ii) Reviewing MVP from Programming Team
  - (iii) Reviewing Trade Fair Poster

The Minutes of the last meeting held on the 21/03/2019 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) Reviewing Progress**

This matter was decided to be considered in the informal meetings of the individual subgroups at a later time due to the new location of the meeting not having any computers to share progress on.

**(ii) Reviewing MVP from Programming Team**

The programming team uploaded the required screenshots from the mean viable product on Slack. They will continue to work together on the app in the Easter break. The mean viable product was not able to be shown to the rest of the team.

**(ii) Reviewing Progress for Trade Fair Poster**

Vilius and Helen worked on the poster using the screenshots given and worked on the poster incorporating them. The information was then added. The contribution matrix was also created. They will continue to work on this tomorrow (day of submission), to ensure that all the wording and information is correct, so it is good to submit.

*Everyone is encouraged to stick to the internal deadlines set and make sure they're responsible for their section being complete.*

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

MEETING CLOSED AT 16:00

Chairperson:

Dated:



