

Team 9
Minutes of the meeting of Team 9
Urban Sciences Building, 1 Science Square, NE4 5TG
On Thursday 14th March 2019, at 16:30

Present:

Emil Delvaux
Helen Evans
William Kershaw

Vilius Kaulinskas
Ethan Gwilliams

Robert Kovbasiuk
Callum Nicholson

- MINUTES -

- 1) Apologies for absence: 1
Nicholas Ng - Family
Emily Harrison
- 2) Minutes of the Last Meetings to carry out today:
 - (i) Reviewing Progress
 - (ii) Web Design Review #1

The Minutes of the last meeting held on the 07/03/2019 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

All teams broke off, the programming team continued their work in Android Studio whilst the website team reviewed how much they could optimise the view of the site. The documentation leader looked at the trade poster and what should be included on it. All teams checked to see if the rate of progress was adequate and that they were following the internal deadlines set.

(ii) Web Design Review #1

The website team asked for everyone to review the current design of the website, the considerations were taken and will be used in further development of the site.

- 4) Matters and Actions to be sorted and undertaken at next meeting/s:
 - (i) Reviewing progress
 - (ii) Finalising a working product for Trade Fair
 - (iii) Reviewing progress for Trade Fair Poster

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

Thursday 21st March 2019, 16:30

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

MEETING CLOSED AT 17:12

Chairperson:

Helen Evans

Dated:

17/3/19