

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

Present:

<i>Emil Delvaux</i>	<i>William Kershaw</i>
<i>Helen Evans</i>	<i>Callum Nicholson</i>
<i>Ethan Gwilliams</i>	<i>Nicholas Ng</i>
<i>Vilius Kaulinskas</i>	<i>Robert Stepanov</i>

- MINUTES -

- 1) Apologies for absence: 1
Emily Harrison absent
- 2) Minutes of the Last Meetings to carry out today:
 - (i) Task assignment for each division
 - (ii) Task prioritisation to make the most efficient use of time.
 - (iii) Reviewing progress made by each team member on the task set by the team leader.
 - (iv) Designing a name and logo for the app

The Minutes of the last meeting held on the 30/10/2018 were taken as read and agreed. A detailed document of this meeting can be found on the communal online file space.

3) Meeting Report:

(i) & (ii) Task assignment for each division + Task prioritisation

This was taken care of by the team leader. The tasks were allocated and prioritised into a Gantt Chart which was shown to John Colquhoun during the meeting.

(iii) Reviewing Progress

Team split up into sections and discussed progress made on their parts regarding the initial task set by the team leader.

(iv) Name and Logo

This task was given to the front-end developers in the team. During the week, a prototype logo was made, and critique given. The name and logo are still to be finalised.

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

- (i) Reviewing the progress made by each team member on the initial task set by the team leader
- (ii) Finalising a name and logo for the app
- (iii) Setting up an online space for files that is folder-based

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

Thursday 15th November 2018, 14:30

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

MEETING CLOSED AT 15:11

Chairperson:

Dated:



