

**Team 9**  
**Minutes of the meeting of Team 9**  
**Urban Sciences Building, 1 Science Square, NE4 5TG**  
**On Thursday 25th October 2018, at 14:30**

Present:

*Emil Delvaux*  
*Helen Evans*  
*Ethan Gwilliams*  
*Emily Harrison*  
*Vilius Kaulinskas*

*William Kershaw*  
*Callum Nicholson*  
*Nicholas Ng*  
*Robert Stepanov*

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**- MINUTES -**

- 1) Apologies for absence: **0**  
**All in attendance**

- 2) Minutes of the Last Meetings to carry out today:

- (i) Finalising and signing the team contract
- (ii) Discussing roles within subsections
- (iii) Outlining subsection documentation
- (iv) The initial scope of the project

The Minutes of the last meeting held on the 24/10/2018 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) Finalising and signing the team contract**

The contract was printed and signed by all members of the team. The team leader then scanned in the document and submitted it to NESS.

**(ii) Discussing roles within subsections**

Broke into the following subsections: Programming, Documentation and Web Development. Members of each division spoke about their role and established some familiarity with their peer members.

**(iii) Outlining subsection documentation**

The outline for the main document (headed by the Documentation Division) was created with the possibility of each section having their own documentation.

**(iv) The initial scope of the project**

This point was postponed until the next meeting due to prioritising other more time-sensitive matters.

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

- (i) The initial scope of the project
- (ii) The target audience for the app
- (iii) Client Requirements
- (iv) Task assignment for each division
- (v) Task prioritisation to make the most efficient use of time.

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

**Tuesday 30<sup>th</sup> October 2018, 11:30**

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

**MEETING CLOSED AT 15:00**

Chairperson:

Dated:

Helen Evans

30/10/18

Minutes of the meeting of Team 2  
Urban Sciences Building, 1 Science Square, NE4 5TG  
On Thursday 25th October 2018, at 14:30

Present:  
Emily Harrison  
Ethan Williams  
Helen Evans  
Emily Davies  
Vilija Kaulinskas

William Kennew  
Caitlin Nicholson  
Nicholas Ng  
Robert Stepanov

All in attendance  
Apologies for absence: 0

Minutes of the last meeting to carry out today:

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- (ii) Discussing roles within subsections
- (iii) Outlining subsection documentation
- (iv) The initial scope of the project

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This point was postponed until the next meeting due to promising other more time-sensitive matters.

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

- (i) The initial scope of the project
- (ii) The target audience for the app
- (iii) Client Requirements
- (iv) Task assignment for each division
- (v) Task prioritisation to make the most efficient use of time.