

Team 9
Minutes of the meeting of Team 9
Urban Sciences Building, 1 Science Square, NE4 5TG
On Tuesday 20th November 2018, at 11:30

Present:

Emil Delvaux
Helen Evans
Ethan Gwilliams
Emily Harrison

Vilius Kaulinskas
William Kershaw
Callum Nicholson
Nicholas Ng

Robert Stepanov

- MINUTES -

- 1) Apologies for absence: 0
- 2) Minutes of the Last Meetings to carry out today:

- (i) Checking Documentation Progress
- (ii) Client Meeting
- (iii) Name and Logo review
- (iv) Basic working prototype

The Minutes of the last meeting held on the 15/11/2018 were taken as read and agreed. A detailed document of this meeting can be found on the communal online file space.

<https://github.com/ncl-compSci-Team9-2018/>

- 3) Meeting Report:

(i) Checking Documentation Progress

The progress of the specification write-up was reviewed.

(ii) Client Meeting

This was conducted on Friday 16th November 2018. A brief outline of what was covered can be found on the communal online file space.

(iii) Name and Logo review

The name was chosen to be "Explore Northumberland" and the logo selected out of 3 given options. The logo is a simplified icon of a castle in front of the Northumberland flag.

(iv) Basic Working Prototype

This was deemed unnecessary for the presentation. The main takeaway from the meeting was that the main thing to work on was the fluidity of the presentation. Everyone was given one slide to write for the presentation.

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

- (i) Finalising Dragon's Den Presentation

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

Tuesday 27th November 2018, 11:30

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

MEETING CLOSED AT 12:10

Chairperson:

Dated:

Helen Evans

02/12/18