**Minutes of Group Meeting**

**COMP2913 Software Engineering Project Group Project**

**Date:**

**Start Time:**

**End Time:**

**Location:** Online using Discord

**Present:** Hashir Ali, Omar Choudhry, Mohamed Fakeih, Alexandru-Iulian Magan, Joshua Reiner, William Toon, Diansitan Zhuang

**Absent with apologies:** N/A

**Absent without Apologies:** N/A

**Chair:** Omar Choudhry

**Minutes:** Omar Choudhry

1. Review of Minutes of Last Meeting

2. Review of Actions from Previous Meetings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions carried over from previous meetings | | | | | |
|  | Date | Action | Who | When | Status |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

3. Discussion of Progress

4. Risks and Issues

5. Actions Arising

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions arising from today’s meeting | | | | | |
|  | Date | Action | Who | When | Status |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

6. Any Other Business (AOB)

7. Date and Time of Next Meeting

Date:

Time:

Location: Meeting on Discord

**END**