**Initial Meeting Minutes:**

* Meeting held on 6th February 2019 in Babbage open suite.
* All team members (James, Joe, Reece & Struan are present).
* Meeting began at 11am.

**Questions asked:**

* How do you like to work (in team projects)?

James: works more hands on with the team ensuring everyone is doing a fair amount.

Joe: works more hands off (alone) however still remains close with team and through holding regular meetings.

Reece: works well in teams and alone, often codes alone however attends all meetings that are required to ensure the work gets done.

Struan: works however the team requires but prefers to work alone and get in touch with team when necessary.

* What are your strong points?

James: very confident with many aspects of development, and topics covered at university, favours mobile, web and embedded software engineering.

Joe: very competent developer, strong in many aspects and prefers the development of desktop applications.

Reece: has performed very well at university and is a quick learner, enjoys mobile development and web development. Strong in group projects and keeps the team on track.

Struan: happy to work on whatever, has a versatile skillset and is happy to improvise and can produce high quality work wherever it is needed.

**Notes from meeting:**

* The team got to know each other, Joe and Reece already knew each other.
* Everybody gets on well and has similar approaches to university (wanting to produce the highest quality work as possible).
* The team allocated the work to do before the next meeting (the first technical meeting).
* The work to be completed is for everybody to read and understand the brief very well so all team members are on the same page.
* Meeting ended at 12:30pm.