Some suggestions (Shaun):

Delegation of tasks? We need to split workload and cover 4 aspects of “interview skills”  
Milestone deadlines – check progress of our team regularly  
Set next meeting   
Who starts off and ends the presentation?  
Dress code for the actual presentation? We might want to coordinate for presentation  
We might want to do some research on different possible areas of interview skills that we can split into. 🡨 might need to prepare this before class

(Julian)

(Probably would have enough time for discussion of 2103T project)

Discuss and decide upon bucket we are aiming for.  
Delegation for software functionalities -> which part to be worked upon by whom  
Milestone deadlines  
Set agenda for future meetings  
Consideration of our features list