

Minutes of Meeting 2 held on 8/08/2024

Present: Camilo, Samuel, Sibi, James, Josh **Meeting started:** 2.00pm

Past Action items (from previous meeting)

- Camilo will email client, to establish initial connection and ask clarifying questions
 - Successfully set up a meeting with client and attended said meeting with rest of the group
- Josh will end minutes to team and auditor
 - Josh finished
- Josh will collate the group time sheet
 - Done
- Josh will Send all time sheets in individual + team
 - Done

Agenda

- Plan weekly meeting times with the client
- discuss and make sure all deliverables will be completed by next due date

Discussed Topics

- Discussed meeting with client, what went well what we learnt
- Meeting every wednesday 11pm
- Discussed whats due for next sprint

Action items

- Josh set up directory and add email with micheal for delayed upload
- Check that client can make 11am wednesday meetings

Date of next meeting: 8/08/2024 **Meeting finished:** 6pm