# agenda

|  |  |
| --- | --- |
| First Formal Team Meeting | 01/02/2018 13:00 – 14:30 |

|  |  |
| --- | --- |
| Meeting called by | Thomas Henry |
| Attendees: | Thomas Every, Thomas Henry, Asif Razzak, Richard Vincent |
| Please read: | KF5012 2017-18 CS Project Brief, Special Sparrows Code of Conduct |
| Please bring: | Note taking equipment |

|  |  |  |
| --- | --- | --- |
| 13:00 – 13:05 | Activity Introductions | All  Code of Conduct | TH | tbc |
| 13:05 – 13:35 | Activity Mission Assignment | All | As above |
| 13:35 – 14:05 | Activity Lecture Review | TH/AR  Github | AR  Skills Audit | TH | As above |
| 14:05 – 14:20 | Activity Project Proposal | TH | As above |
| 14:20 – 14:30 | Activity AOB | TH | As above |
|  |  |  |

## Additional Instructions:

The location of the meeting will be confirmed in the group WhatsApp chat. If anyone has an issue with this they are to contact Thomas Henry immediately (07983337340) in order to find a suitable alternative.

The code of conduct can be found as an attachment to the same e-mail that this agenda was sent attached to. The Project Brief can be found on Blackboard.