PROJECT TEAM 2 MEETING MINUTES

Location: On-Line

Date: 21/06/2022

Time: 18:00

Facilitator: N/A

Items Discussed

1. Introductions

2. Project Scope and introduction to the problem domain

3. Project Roles required and split of work between team members

4. Project hard requirements and external limits imposed (Python, 1K Word Limit)

5. SDLC delivery (Waterfall , Scrum)

6. Executive Report

7. Communication Method

Action items	Owner(s)	Deadline	Status
Make contact with team one and arrange date for meeting to discuss requirements	Whole Project team	No Dead line specified but	In progress will update at the next project meeting
Add Requirements to our requirements doc so when we meet with the other team, we have a list of requirements to discuss	Whole Project Team	Meeting With Team 1	In Progress
Move to Slack	Lukman	N/A	Invites Sent to team members