

## **Meeting Minutes: Team 2**

### **Meeting 1:**

Meeting Date/Time: 21.06.2022, 18:00 BST

Meeting Purpose: SEPM Project Meeting Location: Online

Attendees:

Ian

Lukman

Sathira

Pavendran

Agenda Items:

Agenda Item 1 Introductions

Agenda Item 2 Initial Project Ideas

Discussion Items:

Initial project Ideas

Action Items

Make Contact with Team 1

### **Meeting 2:**

Meeting Date/Time: 21.06.2022, 18:00 BST

Meeting Purpose: SEPM Project Meeting Location: Online

Attendees:

Ian

Lukman

Sathira

Pavendran

Agenda Items:

Agenda Item 1 Project Ideas

Agenda Item 2 Project Roles

Discussion Items:

Initial project Ideas

Project Roles

Action Items:

Make Contact with Team 1

Initial Game Ideas

### **Meeting 3:**

Meeting Date/Time: 05.07.2022, 18:00 BST

Meeting Purpose: SEPM Project Meeting Location: Online

Attendees:

Ian

Lukman

Sathira

Pavendran

Agenda Items:

Agenda Item 1 Project Ideas

Agenda Item 2 Requirements

Discussion Items:

Requirements

Requirements from other team

Action Items:

Make Contact with Team 1

Initial Game Ideas

Complete requirements

#### **Meeting 4:**

Meeting Date/Time: 12.07.2022, 18:00 BST

Meeting Purpose: SEPM Project Meeting Location: Online

Attendees:

Ian

Lukman

Sathira

Pavendran

Agenda Items:

Agenda Item 1 Project Ideas

Agenda Item 2 Requirements

Discussion Items:

Requirements

Requirements from other team

Action Items:

Make Contact with Team 1

Complete requirements