**Meeting Minutes 1**

**Team name**: Team 55

**Meeting No**: Session 5, Group 5

**Location:** EN401

**Attending:** Dwayne, Minaya, Mouyly

**Apologies:**

**Meeting start time:** 4:30 PM

**Matters arising from Previous minutes: Yes No**

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| --- | --- | --- |
| **Issues raised from previous minutes** | **Discussions** | **Outcome (Resolved?)** |
|  | **Get to know each other**  **Understand the expectations of the unit**  **Understand the requirements for assignment 1** | **Yes** |

**Confirmation of minutes from last meeting: Yes No**

**Outcome of meeting:**

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| --- | --- | --- | --- |
| **Issue** | **Discussion in brief** | **Outcome** | **Action: Name and Timeline** |
| Get to know each other and establish forms of collaboration and communication | To discuss forms of communication to contact each other, and a platform to share files and information relating to this unit | Discord for communication, GitHub for file sharing | Completed. |
| Discussion of Assignment 1 | To discuss the parts and components of the first assignment and assign the proper roles to everyone to complete | Everyone will get a comprehensive understanding of the assignment at hand | By the end of next tutorial |
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|  |  |  |  |

**Actions in brief:** Make a start of assignment 1

**Meeting closed at: 6:30pm**

**Next meeting time, date and location:**  4:30pm – 6:30pm, 13/7/2025, EN401