**Meeting Minutes 3**

**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?)** |
| **Discussion of assigned roles for group members, to decide which parts everyone is going to handle** | **Still further deliberation is required, however, we decided upon first completing the first 3 parts of assignment 1** | **Partially resolved** |
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**Confirmation of minutes from last meeting: Yes No**

**Outcome of meeting:**

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| **Issue** | **Discussion in brief** | **Outcome** | **Action: Name and Timeline** |
| Further collaboration to complete Assignment 1 | We created the Google Doc alongside the general structure. We’re working towards completing the initial parts of the assignment. | Made a start on Assignment 1 | By the end of next tutorial |
| 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:** Further completion of Assignment 1

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

**Next meeting time, date and location:**  4:30pm – 6:30pm, 26/8/2025, EN401