



Meeting Minutes

* Attendees

Grace Clarke
Andrey Smirnov
Shan Swanlow
Taylor Edgell
Michael Justus

* Apologies

* Agenda

- Discussion on structure and content of Team presentation
- Run through each slide review content edit & amend where appropriate
- Divide up remaining tasks

* Action Items

Actions : Grace to finish overview /status slide e.g. complete tasks
Plan slide : Taylor to contact Douglas
Demo Slide/Video: Andrey to complete
Testing: Shan to complete
Future roadmap: Taylor to update
Taylor to refactor estimating and budget slide
Shan to do test pyramid
Future Sprints: All to add future task lists meeting in the week
Summary: Group to add in summary slide during the week
Michael to complete engineering strategy slide/document

Meet again on Saturday to finalise and record presentation