Meeting Minutes

✳ Attendees

Grace Clarke
Andrey Smirnov
Taylor Edgell
Michael Justus

✳ Apologies

Shan Swanlow

✳ Agenda

-Taylor & Andrey provided an overview of the meeting with the other team
-Discuss/Agree which functions to accept from the other team

✳ Action Items

- Taylor to send other group requirements for discussion / approval
-Speak to Douglas about requirements gathering issues with other team
-Find out possible date and time to meet with group 2 again with Douglas present
-Each take two of the requirements each to analyse further for requirements gathering process

Meeting Minutes

✳ Attendees

Grace Clarke
Andrey Smirnov
Taylor Edgell
Shan Swanlow
Michael Justus

✳ Agenda

-First team meeting introduce ourselves
-Overview of the module & requirements
-Discuss/Agree which functions to give to the other team

✳ Action Items

- Decision to be made on if we all want to present or just some of us present for the submission in Unit 11
-Speak to Douglas about presentation requirements and scope of python build
-Find out possible date and time to meet with group 2 and discuss requirements