# Meeting Minutes

## ✳ Attendees

Grace Clarke
Andrey Smirnov
Taylor Edgell
Michael Justus
Shan Swanlow

## ✳ Apologies

## ✳ Agenda

-To agree which framework we will use to develop this project e.g. Waterfall/Kanban
-Discuss if we have another meeting with the other group to engage in requirements gathering

## ✳ Action Items

- Shan setting up Clickup and invite us all to collaborate (if possible)
- Andrey & Michael to do a first pass of the list of 10 requirements and to meet with the rest of the group Monday/Tuesday to discuss and to agree
-Grace to find some references which support our methodology / framework choice
- Taylor ongoing communications with other team