Meeting Agenda

Attendees:
- Colin Stock: s3922272
- Gesina Sands: s3921234
- Liane Wong: s3923671
- Michail Christofis: s3923089
- Samuel Saad: s3922640
- Tai Tran: s3918375

Item 1 (10 minutes)
- Everyone's update's (what are you currently working on)
- can we have most of written requirements done by next week should we assign someone to edit or just ask everyone to agree when doc is ready
- Colin –
- Sam –
- Gesina –
- Tai –
- Liane –
- Michail –

Item 2 (10 minutes)
- Script will be further finalised by 07/11/2021 to allow for all of us to speak for around a minute (please if you have an order preference let me know)
- First demo of video could it be done by Thursday 11/11/2021? Due date of everything is the 21/11/2021.

Item 3 (5 minutes)
- did everyone look at the link Liane sent for the planning methods
- https://project-management.com/agile-vs-waterfall/
- can we all agree that we are adopting a more Agile method of development

Open Issues
(5 minutes)
Is everyone happy with the aim to try have most of written work done by week 11 so week 12 is simple edits/uploading your work to the website?

(5 minutes)
Anything else anyone would like to talk about that wasn't brought up?

Reviewing Tasks
(5 minutes)
Gesina shares screen and goes through the actions for everyone to allow everyone to know exactly what everyone is doing.

Minutes submitted by: Gesina Sands

Minutes approved by: