

AGENDA

MEETING		
DATE: 01/03/24	TIME: 16:00	DURATION: 2 hrs

PREPARATION FOR MEETING: Find somewhere to put TODO tasks that everyone can use Assign tasks for the weekend to give out in meeting Make a presentation of important matters

TIME:	MATTER TO DISCUSS:	RESPONSIBILITY:
20 mins	What has everyone been assigned, what have they done/ are you doing	All
15 mins	Software development (see message)	All
15 mins	Test harness (this weekend)	All
15 mins	Documentation / weekly reports	All
15 mins	Gantt chart documentation	All
15 mins	Java Q&A, Github branches	All
20 mins	TODO list and assign specific tasks	All
5 mins	AOB	Any