18 November 2021 / 6pm GMT

Attendees

Alice, Ian, Lukman, Aidan

Agenda

Initial Introductions

1. We each introduced ourselves and got to know each other.

Set-Up Project Roles/Rules

2. Use Discord for instant messages.
3. Please let each other know if we are taking topics so we don't waste effort on the same part of the project.

Prepare Presentation for Seminar

4. Alice had made a draft presentation that we could use as a sample and edit as we like.
5. Aidan will present it.

Notes

- **We** spoke about the outline of the project and had an initial discussion about the tools we could possibly use.
- There is a lot of experience on the team so we should make sure that we use everybody's skillset.

Action Items

1. Make comments on initial draft of project
2. Decide on what roles or parts of the projects we would like to be responsible for

Next Meeting Agenda

1. Choose roles.
2. Decide on timeline for completion of in
3. Try out the tools on slide 13.