# **Team Meeting 06/10/2023 18:30**

**Attendance**

* Tomas Mestanza
* Francis Muwalo
* Richard Orrell
* Tara Casserly

**Discussed**

* We initially considered Agile as our design approach, and we plan to document the justification by our next meeting.
* During our discussion, we agreed to each work on the first three tasks from the list.
* We agreed to use Slack for our communication and sharing necessary information .
* We agreed to use Confluence for collaborating on project tasks
* For future tasks within this project, we discussed the possibility of using Jira and a Gantt chart tool.
* We agreed to next meet next Friday 13th at 18:30.

**Tasks to be completed before next team meeting**

1. Specify a design approach/methodology that should be used to create the system discussed above, with justification for your selection.
2. Create a table that lists the requirements you have gathered from the exchange above. What requirements do you think are missing? Explicitly state the assumptions you need to make to be able to design the project plan.
3. Select the key requirements from the list. Create a number of Gherkin specifications that express the exact specifications in terms of Gherkin statements – you should create at least TEN statements.