

# Computing for Mathematics

## Group meeting minutes: Week 9

*Secretary completes during the meeting. Hand in as a group at the contact hour.*

**Topics this week:** Documentation of code.

### Meeting details

|                       |  |
|-----------------------|--|
| Date                  |  |
| Location              |  |
| Start time / End time |  |
| Group name or number  |  |
| Chair (this week)     |  |
| Secretary (this week) |  |

### Attendance

| Name | Present |
|------|---------|
|      |         |
|      |         |
|      |         |
|      |         |
|      |         |

### Content covered

*Note the sections worked through, a brief summary, and any questions arising.*

### Documentation of code

|                   |  |
|-------------------|--|
| Sections covered  |  |
| Summary           |  |
| Questions arising |  |

### Project progress

*Current state of the project. In particular, describe the documentation written so far.*

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**Discussion notes**

*How tasks are being divided, decisions made, and matters arising.*

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**Disagreements and decisions**

*Record any disagreements, the category (fact, approach, priority, or effort), and the resolution or next step. See the Group dynamics topic page.*

| Disagreement | Category | Resolution or next step |
|--------------|----------|-------------------------|
|              |          |                         |
|              |          |                         |

**Questions for the contact hour**

*Anything to raise with the instructor.*

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**Action items for next meeting**

| Task | Assigned to | By when |
|------|-------------|---------|
|      |             |         |
|      |             |         |
|      |             |         |
|      |             |         |

Received by instructor on: \_\_\_\_\_