**Third Meeting Minutes**

1.       Send Dave a message every Monday afternoon for update on our progress.

2.       Edit Agenda, not “conference” or “conferee” but more “formal meeting” or “participants”.

3.       Website is done, just maintain it.

4.       Subscribe to moodle forum to receive notifications in email.

5.       Delegate learning new software to a team member who can then teach everyone else on the team.

6.       Don’t start coding yet.

7.       Figure out what technologies you might be working with. E.g. management tool

8.       Estimate prices and costs of the project. E.g. app cost in Appstore.

9.       Read about Dr Gilardi background.

10.   Send an email to Dr Gilardi and cc Dave.

11.   Find out more information about the app we might need to know from the the stakeholder.

12.   Interview tips:

·       Ask indirect questions.

·       Don’t make promises.

·       Option 1: Ask Dr Gilardi for iOS platform.

·       Option 2: use a simulator.

·       Be prepared!

13.   After interview with Dr Gilardi, immediately have a meeting. Discuss and take notes, send it to Dave.

14.   500 words literature describing existing technology related to our project.

15.   Get familiar with bibtex/biblatex.