**Date: 15th September 2022**

**Present:**

* Mark
* Finn
* Lee
* Callum
* Paul

**Minutes:**

A Breimann

**Apologies:**

None

**Agenda:**

1. Actions from previous meeting
2. Communication
3. Project management tool
4. Project ideas
5. Preferred roles
6. Any other business

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| **Item No** | **Discussion** | **Action** | **Date / by whom** |
|  | **Actions from previous meeting**  None | N/A | N/A |
|  | **Communication – when and how to meet up**  Meet up Thursdays pm in College Room A8 whenever possible. Alternatively, join online. Meeting timetable can be flexible when needed – discuss with team.  Communication via Discord server? This has advantage of involving a web client don’t need to install an app.  Use GitHub repo for file sharing  Weekly log on GitHub (logs are individual) | Meet weekly  Set up Discord  Set up repo  Create first weekly log for posting on GitHub | Weekly - All  22 Sept 22 - Mark  22 Sept 22 - Callum  Weekly - All |
|  | **Choose project management tool** | Create rough draft of project management template (choose format / platform) | 22 Sept 22 - Lee |
|  | **Project ideas – Possible areas**  VR  RFid scanner  Rasp Pi  Would be good to find out more about previous projects | Think about project ideas and come with suggestions for discussion at next meeting | 22 Sept 22 - All |
|  | **Roles**  Project management: Lee with support  Minute taker: rota basis – Paul next week  Documentation: each person documents own part of product – add to GitHub for editing Set up  All submissions to be discussed before approval.  By merging suggestions, create a summary document for final submission | N/A | N/A |
|  | Other Business  Discuss project ideas with Euan as client | Contact Euan to set up an initial meeting to discuss ideas | 22 Sept 22 - Mark |