Meeting Minutes:

Meeting: Three
Date: Tuesday 23/01/18
Course: MEng
Group: 3
Agenda:

- Re-allocation of roles after consideration.
- Decide on when our company meetings will take place.
- Discuss what progress our Software Manager has made regarding the app itself.
- Discuss what our Marketing and Research Manager has found after researching other potential competitors for our app.

Meeting Outcome:

- The roles were allocated as follows:
    - Alex Bennett: Hardware/Sound Manager.
    - Alex Fletcher: Documentation/QA Manager.
    - Jack Rookes: Software Manager (Lead Developer).
    - Jeremy Servoz: Design and Specification Manger.
    - Kevin Sum: GUI Manager.
    - Marco Bolt: Project Manager.
    - Miranda Lowther: Finance Manager.
    - St.John Gilbert: Marketing Manager / Head of Market Research.
- Our company meetings will now be moved from Thursday between 3pm and 5pm, to between 3pm and 6pm on Mondays.
- In future, the Documentation/QA Manager will make the minutes for the company meetings.
- Marketing Manager:
    - The following competitors were discovered online:
        - My Cookbook Online, which makes additional profit by charging users for access to more recipes.
        - Marmiton, a website which allows people to share recipes but also sells cookware and their own cookbooks.
    - However, our slideshow format USP has not been found in other competitors yet, nor our recipe book affiliate programme, which has been agreed not to target any particular demographic of possible affiliates.
- Software Manager:
    - The following areas were raised by the Software Manager:
        - Does the app need to be created using Eclipse?
        - Does the server we are planning on creating need to use XML only, or could we use JSON?
        - Could Couchbase be used?

Evaluation:

- The new Project Manager will be contacting Dr S Porter with the following questions, as well as informing him who the Project Manager for our company is:
  - Do we need to use Eclipse and Windows for the creation of our app?
  - Can we use JSON and Couchbase instead of XML data for our server?
  - Who are our company's primary and secondary supervisor?
  - Can Dr S Porter please confirm whether the example document provided is what is to be expected or what is desired for our app's functional specification?
- Our next meeting will be on 25/1/18, where we will begin work on our app's functional specification.
- Prior to our next meeting, the Financial Manager will carry out research on the affiliate program concept to clarify if this is a viable way for the company to make a profit, as well as how much money different advert types can generate, and which types of in app adverts would be most beneficial for our company to show.
- Our company will also discuss the name of our app in the next meeting, as well as discussing the app, breaking down and allocating sections of the specification to different people, with the aim to have a first draft ready on Monday 29/1/18 to send to Dr S Porter.