

**Meeting Minutes:****Meeting:** Two**Date:** Thursday 18/01/18**Course:** MEng**Group:** 3**Agenda:**

- Discuss and decide on our final product and how we are going to make a profit.
- Allocate role titles (still room to change them).
- Start discussing our product's function specification.

**Meeting Outcome:**

- Our product is a cooking app with the following functions:
  - The app is a cooking app with recipes available for the user to have access to via a server.
  - A shopping list will be available for each recipe, and available to be downloaded for when there isn't an internet connection.
  - One of the main USP's of the product is that it displays the recipe instructions/steps in a slideshow format, and that the user can switch between steps in a manner (to be finalised) that would require minimal usage of their hands, which would be useful for many recipes.
  - The app will have the optional function of also playing a recording of someone reading the recipe steps.
  - People will be able to add their own recipes, and in future iterations it would be an aim to have affiliates who would sell their recipes (possibly in the form of ebooks) on our app, from which we would make commission.
- Our company would profit through advertisements (banners and possibly future sponsorships from supermarkets) as well as via the commission program described above.
- Future iterations could include drink recommendations, a section on basic cooking techniques, options to save the downloaded recipe script and shopping list in phone-friendly apps (such as Keep) and a section where users could enter ingredients and find suitable recipes using those ingredients.
- Potential app names mentioned were "Bowls Deep" and "Blades Of Glory".
- The potential roles were allocated as follows:
  - Alex Bennett: Hardware/Sound Manager.
  - Alex Fletcher: Joint Documentation/QA Manager.
  - Jack Rookes: Software Manager (Lead Developer).
  - Jeremy Servoz: Design and Specification Manager, Joint/Deputy Finance Manager.
  - Kevin Sum: GUI Manager.
  - Marco Bolt: Joint Documentation/QA Manager.
  - Miranda Lowther: Project Manager, Joint Finance Manager.
  - St.John Gilbert: Marketing Manager / Head of Market Research.

**Evaluation:**

- Date of next meeting will be arranged once the timetable has been completed on the google sheets document (available on slack).

- Prior to our next meeting, it might be advisable to carry out market research on which name for our app, if either, is suitable.
- During our next meeting we will discuss the app, breaking down and allocating sections of the specification to different people, with the aim to have a first draft before the end of next week (26/1/18) to send to Dr S Porter.