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| Project ICARUS | |  | | --- | | October 24, 2016 | | 4pm | | W1.72 | |

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| Meeting called by: | Group | Type of meeting: | Team Meeting |
| Facilitator: | Group | Note taker: | Jonathan Balakumar |
| Timekeeper: | N/A |  |  |

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| Attendees: | Ben Peall, Jonathan Balakumar, Chris Gunn, Josh Crawford, Callum Newman, Luke Cattle |
| Please read: | N/A |
| Please bring: | N/A |

## Minutes

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| Agenda item: | Sub-teams and Sub-systems | Presenter: | Group |

#### Discussion:

Decision on sub-systems and sub-teams; who will start working on which sub-system

#### Conclusions:

Communications: Luke Cattle, Josh Crawford

Dani Robot: Callum Newman, Chris Gunn

Tri Track: Ben Peall, Jonathan Balakumar

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| Action items | Person responsible | Deadline |
| * N/A | N/A | N/A |
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| Agenda item: | Document Responsibilities | Presenter: | Group |

#### Discussion:

To make sure all necessary documents are being given an ‘owner’ so that one person is keeping track of updating the necessary documents (not to complete but to make sure it is completed).

#### Conclusions:

Ben Peal: Requirements List, Logo

Josh Crawford: Issues Log, Scope Document

Chris Gunn: Solution Document

Callum Newman: Risk Assessment

Jonathan Balakumar: Conflict Management, Systems Architecture + Integration, budget document

Luke Cattle: Decision Matrix, UML Diagram

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| Action items | Person responsible | Deadline |
| * N/A | N/A | N/A |
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| Agenda item: | Github | Presenter: | Group |

#### Discussion:

Make sure everyone has created their Github account and has sent it to the PSTs.

#### Conclusions:

All needed to sign up; to send one single email to the PSTs with all of the usernames.

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| Action items | Person responsible | Deadline |
| * All signed up straight away for Github | Josh Crawford | 26/10/2016 |
| * Josh Crawford sent email to PSTs with all Github usernames. |  |  |
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## Other Information

#### Observers:

N/A

#### Resources:

N/A

#### Special notes:

N/A