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| Project ICARUS | |  | | --- | | October 10, 2016 | | 13:00 | | W1.29 | |

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| Meeting called by: | Entire Team | Type of meeting: | Team Meeting |
| Facilitator: | N/A | Note taker: | Josh Crawford |
| Timekeeper: | Josh Crawford |  |  |

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| Attendees: | Josh Crawford, Luke Cattle, Jonothan Balakumar, Chris Gunn, Ben Peall, Callum Newman |
| Please read: | 16ELD002 – Presentation 1 |
| Please bring: | N/A |

## Minutes

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| Agenda item: | Team introduction | Presenter: | Entire Team |

#### Discussion:

The team possesses a varied group in terms of skills and specialties.

#### Conclusions:

JB and JC are Sys Eng; therefore should lead the systems aspect of the task. LC, BP, CG and CN are Elec Eng and therefore are expected to possess more technical knowledge at this point.

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| Action items | Person responsible | Deadline |
| * None |  |  |
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| Agenda item: | ePortfolio platform | Presenter: | Entire Team |

#### Discussion:

Discussion around the use of Github and other facilities to house a portfolio.

#### Conclusions:

It would be ideal to be able to use collaborative work environments to modify documents, e.g. sharepoint, however the budget does not support this.

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| Action items | Person responsible | Deadline |
| * Research low-cost collaborative portfolio platforms | JC | 1/11/2016 |
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| Agenda item: | Initial Documentation | Presenter: | Entire Team |

#### Discussion:

The team discussed what documents should be produced immediately so as to hit the ground running.

#### Conclusions:

An issues log and initial set of high level requirements should be produced

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| Action items | Person responsible | Deadline |
| * Issues log | JC | 17/10/2016 |
| * High level requirements | JB | 1/11/2016 |
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## Other Information

Not Applicable