[Team 5] – [26/11/19]

**Attending: Eoghan Gallagher, Nathan Callaghan, Dylan Kelly**

**Chair: Nathan Callaghan**

**Apologies:**

Previous Meeting Minutes: N.A

**Issues:**

* Solving Group Roles
* Plan of Action
* Agree on Idea for Website
* Submit Idea and await feedback

Matters Arising From Previous Meeting

N/A

Attendance Issues

None today

Progress Issues

* Currently None

ILT Issues

* + Lecturer talked through the assignment brief and what they would be expected come the final deadline and presentation

Agenda – What Needs Done

* Solving Group Roles: Nathan Callaghan: Back End Code and Front End, Eoghan Gallagher: Front End Design and Minutes, and Dylan Kelly: Documentation and Front End Design.
* Plan of Action: Carry out minutes and develop a gantt chart to ensure we stay on track.
* Either Computer Building Website or Vape Shop
* Idea Submitted

Any Other Business

* Ensure to check emails for update on idea verification

Next Meeting

* Location
* Belfast Met - Milfield
* Time
  + [9am Tuesday]

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Course Leader) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At close of meeting, document to be set as read only.