|  |  |  |  |
| --- | --- | --- | --- |
| **Attendees** | | | |
| **Name** | **Tag** | **Student ID** | **Attended** |
| Christopher Costelloe | CCO | K00233369 | 🗸 |
| Kevin Dunne | KDU | K00232599 | 🗸 |
| Jekaterina Pavlenko | JPA | K00224431 | 🗸 |

**Agenda:**

1. **Pricing excel review**

*Ok, it is final version for now*

*We are going to buy most of things from Amazon*

1. **Lit project review**

*Breaking it on more parts: Kate – NFC, Chris – QR Code Technology, Kevin – Conclusion*

*Deadline after Technical proposal, not before – 31/10/2019*

1. **Technical proposal in progress**

*Chris is assigned us to work on different parts*

*Deadline 21/10/2019 + presentation (Kate) + formatting(Kate)*

1. **Backlog/features discuss**

*Kevin submitted form for Backlog, Chris did features list*

1. **Gantt’s chart activities recheck**

*Training postponed till next week, Tuesday*

1. **Jacqueline Humphries contact at GitHub**

*Kevin will share GitHub account with J.H.*

*+ Aileen O’Mara as well now*

**Contents:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Assigned To** | **Due Date** |
| 1 | Literature Review | KDU (JPA/CCO) | 31/Oct/2019 |
| **2** | **Technical Proposal/Presentation** | CCO (KDU/JPA) | 21/Oct/2019 |
| **3** | **Backlog/features** | KDU/CCO | 07/Oct/2019 |
| 4 | Gantt’s chart | All |  |
| 5 | GitHub contact details sharing | KDU | 15/Oct/2019 |
| 6 | Project Meeting with Natasha Kiely & Aileen O’Mara | All |  |
| 7 | Date / Time Next Meeting @ Tuesday/ 12:00 | All | 15/Oct/2019 |
| 8 | ~~Azure Hosting – for website and backend database~~ | ~~KDU~~ | ~~01/Oct/2019~~ |
| 9 | ~~GIT hub (or alternative) for hosting our documents / work / system / etc~~ | ~~KDU~~ | ~~31/Sept/2019~~ |
| 10 | ~~Bluetooth Beacons / NFC~~ **~~pricing~~** ~~and availability~~ | ~~JPA~~ | ~~18/Oct/2019~~ |
| 11 | ~~Printer~~ **~~Pricing~~** ~~(Costs for ink paper, etc) for QR / Barcodes~~ | ~~JPA~~ | ~~18/Oct/2019~~ |
| 12 | ~~QR Barcode Generator Software~~ **~~pricing~~** ~~& availability~~ | ~~JPA~~ | ~~18/Oct/2019~~ |

**Any Other Business:**

* Decision as to roles within the group for meetings
  + CCO – Chairperson
  + JPA – Scribe (note taker and document of minutes)
  + KDU – attendee