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

**Agenda:**

1. **Technical proposal** - review, problems, what need to be fixed (i.e. 3rd person), suggestions

Chris finished his part, Kevin is done too

Kate need to edit her chapters, format the document, captions for pictures + add them to appendix & storyboard to write down at the section, do the architecture design diagram + topology idea diagram

1. **Literature proposal** - any progress

Postponed till Technical proposal & presentation is ready, next week

1. **GitHub sharing** – Natasha Kiely, Aileen O’Mara are submitted

Natasha Kiely, Aileen O’Mara invited to GitHub project

1. **Presentation**

* Introduction – Kate (about team, about app)
* Technologies – Kevin (pre-existing technologies, background, Azure hosting, Bluetooth technology, Kate – NFC, Chris – QR Barcodes
* About Group – Chris (duties & roles of all us)

Slides (sketch) – need to follow specs from Moodle document as well:

* Initial - 30 sec Names of team members, App Name
* 3 generic heads – 30 sec talking about team
* Map pictures, technologies pics like database, web posting stack, NFC chip, BLE – 4min About App, high-level reasons why we came up with this idea, no need details how we are going to implement this (maybe picture of architecture design & topology??)

1. **Gantt chart**

Chris and Kevin did it in Project app, in 154, no licence on the rest of PCs, so we don’t have any access now to edit it.

**Contents:**

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| **Item** | **Description** | **Assigned To** | **Due Date** |
| 1 | Technical Proposal | CCO (KDU/JPA) | 21/Oct/2019 |
| 2 | Presentation at 14:00 | JPA (CCO/KDU) | 22/Oct/2019 |
| 3 | Literature Proposal | KDU (JPA/CCO) | 31/Oct/2019 |
| 4 | Gantt’s chart editing | KDU/CCO |  |
| 5 | GitHub contact details sharing | KDU | 15/Oct/2019 |
| 6 | Project Meeting with Natasha Kiely & Aileen O’Mara | All |  |
| 7 | Date / Time Next Meeting @ | All |  |

**Any Other Business:**

* Decision as to roles within the group for meetings
  + CCO – Chairperson
  + JPA – Scribe (note taker and document of minutes)
  + KDU – attendee
* Project Meeting with Natasha Kiely & Aileen O’Mara - date/time
* Project Presentation mock run - Monday, at 13:30 - B220