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

**Agenda:**

1. Literature Review
2. Technical Proposal
3. Research
4. GIT HUB

**Contents:**

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| **Item** | **Description** | **Assigned To** | **Due Date** |
| 1 | Literature Review | KDU (JPA/CCO) | 31/Oct/2019 |
| 2 | Technical Proposal | CCO (KDU/JPA) | 31/Oct/2019 |
| 3 | Bluetooth Beacons / NFC pricing and availability | JPA | ? |
| 4 | Printer Pricing (Costs for ink paper, etc) for QR / Barcodes | JPA | ? |
| 5 | Azure Hosting – for website and backend database | KDU | ? |
| 6 | GIT hub (or alternative) for hosting our documents / work / system / etc | KDU | 31/Sept/2019 |
| 7 | Date / Time Next Meeting @ 11am | All | 31/Sept/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
* Quick meeting on every Thursday to discuss progress on tasks (15 minutes max)
  + Items discussed to be recorded and if needed, added to main meeting minutes