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

**Agenda:**

1. Pricing excel review
2. Lit project review
3. Technical proposal in progress
4. Backlog/features discuss
5. Gantt’s chart activities recheck
6. Jacqueline Humphries contact at GitHub

**Contents:**

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| --- | --- | --- | --- |
| **Item** | **Description** | **Assigned To** | **Due Date** |
| 1 | Literature Review | KDU (JPA/CCO) | 18/Oct/2019 |
| 2 | Technical Proposal | CCO (KDU/JPA) | 31/Oct/2019 |
| 3 | Bluetooth Beacons / NFC pricing and availability | JPA | 18/Oct/2019 |
| 4 | Printer Pricing (Costs for ink paper, etc) for QR / Barcodes | JPA | 18/Oct/2019 |
| **5** | QR Barcode Generator Software | JPA | 18/Oct/2019 |
| **6** | Backlog/features | All |  |
| **7** | Gantt’s chart | All |  |
| 8 | Date / Time Next Meeting @ | All |  |
|  | ~~Azure Hosting – for website and backend database~~ | ~~KDU~~ | ~~01/Oct/2019~~ |
|  | ~~GIT hub (or alternative) for hosting our documents / work / system / etc~~ | ~~KDU~~ | ~~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
* Project Meeting on every Thursday with Natasha Kiely at 14:00 B220
* Website, Android app & supported database - need to check