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

**Agenda:**

1. **Technical proposal**

Finished and submitted on time

1. **Literature proposal**

Was postponed again, because of preparation to Presentation based one Technical Proposal

1. **Presentation**

* Introduction & background – Kate
* Technologies – Kevin
* Project & Team management – Chris

Slides (sketch) – added more diagrams and prototypes to presentation for better demonstration of our project

**Contents:**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | Project Meeting with Natasha Kiely & Aileen O’Mara | All |  |
| 5 | Date / Time Next Meeting @ 29.10 / 9:00 | 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