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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***

Kevin did pre-existing technology, introduction, Azure hosting – his part done at lit proposal.

Lit. Proposal is advised to be done to 18 October, ~5 000 words

I will try to finish it’s mock version of it this weekends.

1. ***Technical Proposal***

Not yet, but this weekends too.

1. ***Research***

Kevin did his part.

My part still in progress – Bluetooth beacons, NFC tags, QR codes etc

Hosted website – where maps layout, details; Android App – login, scan QR codes, download map layout and navigate = need to be researched

A supported database

1. ***GIT HUB management***

Done.

1. **Comments/suggestions on Pricing doc posted**

2-3 Bluetooth Beacons, NFC tags ~10 of them, the rest QR codes

Pricing excel adding Range, Speed, Frequency, keep comments section though

Have a look for QR code software generator

1. **Features (basic list for it) to sketch Backlog**

Excel features down to low level & from user perspective

Android, Company & User main features.

1. **Suggestions for meeting doc template**

Agenda fresh to do list

Contacts what we did the last one

1. **Natasha’s Kiely account at Github or other opportunity for sharing**

Done

1. **Gantt’s chart activity basic list/draw raw sketch**

Training was postponed, using Excel now

**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 **fix** | JPA | 05/Oct/2019 |
| 4 | Printer Pricing (Costs for ink paper, etc) for QR / Barcodes **fix** | JPA | 05/Oct/2019 |
| 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 @ 9am | All | 07/Oct/2019 |
| **8** | **Features list/Backlog** | All | 06/Oct/2019 |
| **9** | **Gantt chart/activity list** | JPA | 13/Oct/2019 |

**New Items:**

* **Features**
* **Gantt chart**

**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