**Action minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of meeting** | **19/04/2017** | **Time** | **10:00** |
| **Location** | **St Brycedale** | **Minute taker** | **Callum Wilson** |
| **Present** | | **All** | |
| **Apologies** | | **N/A** | |
|  | | | |
| **Item** | **Discussion/action** | **Team member** | **Timescale** |
| 1 Project roles and responsibilities | Quickly reviewed roles involved and task each is required to complete. | All |  |
| 2 Allocation of roles to team members | All roles allocated, details in Project Roles Doc. | All |  |
| 3 Scope of the project | Decided on task to carry out. Website. Github page created to combine work. | Scott |  |
| 4 Procedures to be carried out during the project | * Weekly meetings on updates * Use of Prototype/ waterfall method of SDLC |  |  |
| 5 Resources to be used throughout the project | Discussed use of github to store all relevant documentation. | Scott |  |
| 6 Working methods | Following the project plan that is in place on github. |  |  |
| 7 Date of next meeting | 26/04/2017, agreed to have design documents (structure chart) ready for next meeting. | Rebeca | Have done by next week. |