**DMC**

**DATE: 25 July 2018**

**TIME: 14:00 – 20:00**

**ATTENDEES** Tom Gibbs, Elliot Chester, Henry Crofts

***GROUP MEETING @ PROGRAMMING LAB, ATRIUM***

**Meeting Aim:**

* Using client’s responses to our questions, produce final version of design brief.

**Meeting Minutes:-**

All team in attendance.

Team reviewed the clients answers from this morning’s meeting.

These were added to the details previously provided in order to give a comprehensive basis from which to re-write the design brief.

A revised draft of the brief was produced as bullet points, incorporating every element, design feature and need yet discussed with the client.

Team agree Tom will produce final version of the brief from the teams work today, before sending a copy to lecturers to approve/give feedback.

Team have agreed to commit to working on the design of the application before receiving lecturer approval to ensure as quick an update can be given to the client as we can provide.

Team meeting arranged for 30 July 2018 to define application asset list, a development plan and comprehensive talk list for the duration of the project (not including stretch goals).

**Tasks for the current week:-**

* **Tom to write up final version of brief, to email lecturers for approval/feedback before sending to client.**