SWEng Group 4

Meeting called by: James Pearson (Project Leader) **Type of meeting:** General Meeting

Timekeeper: James Pearson

Attendees: Entire Group 4

Minutes

Agenda item: Development Teams and Job Roles	**Presenter:**	James Pearson

Discussion:

Make sure everyone is comfortable with their chosen job roles and understand their individual assignments but that mostly the development of the application will be fluid, group orientated.

Conclusions:

All are happy

Action items	**Person responsible**	**Deadline**

Agenda item: Timesheets	**Presenter:**	Louis Newman

Discussion:

Get everyone onboard and logged into the time keeping web application presented by the Financial Manager Louis Newman. Make sure the group know how to use it

Conclusions:

All are happy except Nathan who is not present due to illness. Will need a follow up to make sure Nathan understands

Action items	**Person responsible**	**Deadline**
✓ Contact Nathan about Clockify	James Pearson	04/11/2019

Agenda item: Project Ideas	**Presenter:**	Group

Discussion:

Talk about project ideas presented by Joe and Becky

Conclusions:

Everyone leaning towards a healthy eating application but other ideas still could be a better option

Action items	**Person responsible**	**Deadline**

Agenda item:	Agile Development and Group Coding	**Presenter:**	James Pearson and Louis Newman

Discussion:

Discuss working as a group for software coding rather than solely individual

Conclusions:

At least once a week the group will get together for a session. This will enable a more streamlined/coordinated approach to coding the application

Action items	**Person responsible**	**Deadline**

Agenda item:	GitHub	**Presenter:**	Joe Butler

Discussion:

Go through GitHub for people who have never used it before

Conclusions:

Setting up a meeting time in the Electronics first floor computer room for Joe to take people through GitHub

Action items	**Person responsible**	**Deadline**