Meeting Minutes

01 (Quick Meeting 1)

Monday 19th January 2015

<u>Document Control</u>

Editor	Version	Date	Update
Calum Armstrong	1.0	19/01/15	Document Produced
Calum Armstrong	1.1	02/06/15	Format editing to conform with standard

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Meeting Minutes

1.0 Attending

Alexander Cash	(ac1054)	Project manager	Yes
Calum Armstrong	(ca718)	Contracts and Documentation Manager	Yes
Daniel Berhe	(dbb503)	Specialist Software Developer	Yes
Samuel Hall	(sh1157)	Lead UX Designer	Yes
Alistair Jewers	(amj523)	Lead Software Developer	Yes
Penelope Nicole	(pen501)	Assistant Finance Manager	Yes
Emmanuel Olutayo	(epo500)	Finance Manager	Yes
Samuel Raeburn	(sr896)	Lead Software Tester	Yes
Jake Ransom	(jr829)	Marketing Manager	No
Lewis Thresh	(lt669)	Brand Manager	Yes

2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?
N/A	N/A	N/A

Figure 1 - Update from previous meeting

3.0 Agenda

- General Introduction
- Assign Job Roles
- Ideas For Product
- Any Other Business

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Jake Ransom	N/A

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
N/A	N/A

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

General Introduction:
All Persons Present Introduced and relevant Experience discussed.

ACTION: ALL: Brainstorm ideas for company name.

Assign Job Roles:
Preliminary Job Roles Assigned as follows:

- Ali - Software
- Alex - Project Manager
- Calum - Contract Manager
- Lewis - Design / Logos / Interface Continuity

It was agreed that someone would need to take charge of software testing.

Ideas For Product:
The following Program Ideas were discussed:

- Instrument / Language Teaching Application
- Lesson Planner / Aid
- Interactive homework Application
    - Logs Practice, Stores Stats
- Shopping / Fashion Site
- "Tinder" Style Yes/No Liking Application
- Guides / Tutorials
- "Reddit" AMA Style Application
    - Video Version

It was decided to move forward with a Teaching / Interactive Homework Application. A teacher could create an interactive lesson that a student could then complete.

ACTION: ALL: Consider age group for product.
ACTION: Alex: Talk to Stuart Porter to confirm basic product idea.

Any Other Business:
There was no other business to discuss

4.4 Action Summary

ACTION: ALL: Brainstorm ideas for company name.
ACTION: ALL: Consider age group for product.
ACTION: Alex: Talk to Stuart Porter to confirm basic product idea.

5.0 Next Meeting

The next meeting has been arranged for Wednesday 21st January 2015.

Expected to attend: ALL