Meeting Minutes

10 (Tender Presentation Meeting)

Wednesday 11th February 2015

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Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	11/02/15	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	Yes
Lewis Thresh	(lt669)	Brand Manager	Yes

2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?
Ali	*issue tagging and branch pushing demonstration*	In Progress
Alex, Dan, Sam H., Jake	*Hand completed timesheets to Calum*	Yes
ALL	*Brainstorm ideas for tender presentation*	Yes

Figure 1 - Update from previous meeting

3.0 Agenda

- Tender Presentation
- Any other business

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
N/A	N/A

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
09 (Quick Meeting 4)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Tender Presentation:
The Tender presentation was discussed and results can be seen in the attached mind map. It was agreed that group work sessions would take place at 13:00 this Saturday 15th February 2015 and Sunday 16th February 2015 to work on the tender presentation.

ACTION: Sam H.: TeachEasy and LearnEasy UI Design (Deadline: Saturday 15th February 2015)
ACTION: Lewis: Logos finalized (Deadline: Saturday 15th February 2015)
ACTION: Jake: Teacher market research ethics form (Deadline: 23:59 Thursday 12th February 2015)
ACTION: Sam: Student market research ethics form (Deadline: 23:59 Thursday 12th February 2015)
ACTION: ALL: Presentation drafts (Deadline: Saturday 15th February 2015)

Any other business:
There was no other business to discuss

4.4 Action Summary

ACTION: Sam H.: TeachEasy and LearnEasy UI Design (Deadline: Saturday 15th February 2015)
ACTION: Lewis: Logos finalized (Deadline: Saturday 15th February 2015)
ACTION: Jake: Teacher market research ethics form (Deadline: 23:59 Thursday 12th February 2015)
ACTION: Sam: Student market research ethics form (Deadline: 23:59 Thursday 12th February 2015)
ACTION: ALL: Presentation drafts (Deadline: Saturday 15th February 2015)

5.0 Next Meeting

PWS Agreement
The next meeting has been arranged for 4:30 Wednesday 11th February 2015.

Expected to attend: Calum, Ali, Alex

General Meeting 3
The next meeting has been arranged for Wednesday 18th February 2015.

Expected to attend: ALL