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| Meeting Minutes |

# Call to order

A meeting of **Mobile and Web** was held at **A2.12** on **Tuesday 2nd October @ 12:30PM**. Attendees included **James Wood, Karina Karushkova & Alex Jacobs**.

# Approval of minutes

The minutes in this meeting are taken by James Wood and are to be reviewed upon submission to GitHub.

# Reports

***The current tasks that have been set for the week.***

Both research tasks have been started by James and Karina. The subject of Karina research is Backend Systems, James’ is existing applications.

Alex has started the Wireframes and uploaded an example to Slack and remaining wireframes are to be agreed upon by the team. Which will then be completed.

***Summary of the brief.***

For each of the requirements set down by IWIC we need a how and a why to review them as a team and give each requirement a how and why to allow us to naturally progress with the project.

# Unfinished business

Contact IWIC and arrange a meeting or conference call with representatives of the project.

# New Business

To be discussed next time. Topics will include – the remaining tasks on Jira are to be assigned and a weekly sprint is to be introduced starting from Wednesday 3rd October.

# Announcements

Insure Rob is aware of our progress, not seeing what we are doing on GitHub and Jira.

# Adjournment

We close this meeting at 12:50PM on October 2, 2018.

Next meeting will be agreed upon Wednesday 3rd October.

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| Secretary |  | Date of approval |