|  |
| --- |
| Meeting Minutes |

# Call to order

A meeting of **Mobile and Web Engineering** was held at **A212** on **14th November 2018** Attendees included **Alex, James and Karina. Not attendees Rob, Chris.**

# Summary of meeting with iwic

Today the meeting with IWIC took place, we presented our work so far and discussed upcoming work, we also discussed the finance side of the application in regard to taking payments.

Furthermore, we discussed the application which will be installed on a device for them to review weekly.

So far, the feedback we have received has been positive.

We also have arranged weekly meetings, which will take place every Wednesday morning.

# Sprint

We have all added items to the sprint for upcoming week, I need to complete the work early as I am away for next week’s meeting.

# Work flow

Rob has discussed his issues regarding the workflow of the project. As a group we discussed when the work is coming in and when it will be completed by.

Alex – due to family commitments I will complete work as and when possible which currently is very intermittent.

James – works regularly so will aim to complete tasks over the weekend.

Kari – works at the university in her spare time as the program doesn’t work on her home pc. The days she is available to work over her tasks from the weekly sprint are Mondays and Tuesdays, which is the reason we need to make our weekly minutes on Tuesdays. The other times of the week we will track our work better on github and jira, so there won’t be any problem with the log in information of what each of us has done during the week.

# Approval of minutes

This week’s minutes are to be reviewed upon submission to GitHub, the minutes of this meeting are being taken by Alex Jacobs

# Reports

# Adjournment

Meeting came to a close at

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Alex Jacobs |  | 14th November 2018 |