Group 15

2nd Meeting

**Minute taker:**

Jar52

**Attendees:**

Sah54

Dkm2

Ler14

Sis22

Frs13

Daw48

**Absent:**Jap30

1. Github: **TODO** James hasn’t sent his GitHub username to Dan needs to do this by the end of this week
2. Facebook: **Done** Everyone has joined the Facebook group
3. Blogs: **TODO** James has provided a URL but Chris cannot access it. Lewis had no date or time on his blog needs to add them. Freddie didn’t say what he did last week or how long he spent on it. Jack didn’t say what work he did or how long he spent on it. Sam needs to make a blog soon or he’ll be yellow carded. Chris needs to send out blog URLS also
4. Project requirements:  **TODO**  has everyone read the project requirements?
5. Project roles: **INFO** Freddie will be the project leader. Jack will be the deputy project leader. Sam will be the QA manager. Darren will be the QA deputy. Everyone currently will be on probation
6. Webteam: **INFO** Jack, Daniel, Lewis and James will be the Webteam
7. Javateam: **INFO** Darren and Simon will be the Javateam
8. Meetings: **ToDo** Jack is to arrange for the group to meet up on Wednesdays 1 at location will be sent out via email. There will also be meetings on Fridays around about 11:30- 2pm

Meeting ends