Project: Group Project 06

Meeting: Meeting 1

Persons present: Jan Kumanek, James Beech, Jack Harding, Jordan Springett, Steve Norwood, Luke Dearden, Dan Hodgkins, James Elliott, Michael Kitchen

Persons absent: [Anand Gill, Charlie Parr (No reasons given)]

Place and date of meeting: C165, 7th October 2014

Circulation list: All project members, plus project manager

Author: Jack Harding, Steve Norwood

Date of minutes: 20th October.

Version: 1.0

*Matters Arising*

N/A

*New Business*

**Project Manager**

The project manager for our group project will be Neal Snooke (nns)

**GitHub**

A company and repository needs to be created for the group to be joined

Action: jos60

**Wordpress Blogs**

Set up wordpress blogs for Project Manager/Leader to look at personal tasks you will be completing throughout the project

Action: all

**Blackboard Documents**

Look at the project spec and the deadlines for the deliverables

Action: all

**Group roles**

Look at the roles needed for the team for next week

Action: all

*AOB*

None