

# Meeting Minutes – First Meeting

6th of October 2015

**MEETING START TIME:** 4.00pm

## **MEETING PARTICIPANTS:**

Daniel Blackwell

Jędrzej Stęczyński

Farbas Miah

## **UNABLE TO ATTEND:**

N/A

## **Overview:**

The first meeting was primarily an organising one. We have decided on the roles each of us is going to have and what we should be responsible for. Apart from that we have sent an introductory email to our client and during the course of the messages we exchanged, we have scheduled a meeting for 12<sup>th</sup> October at 1.30pm.

## **TOPICS OF DISCUSSION**

1. Making first contact with the clients
  - Set up meeting with clients through email
  - Do some preliminary research on what the project is about
  - Decide what to ask the clients in the first meeting
2. Allocation of roles
3. Decisions on applications to use throughout project
  - GitHub
  - WhatsApp
  - Slack

## **FURTHER ACTIONS**

All the groups and repositories were created for the applications above

**MEETING END TIME:** 4.45pm