Meeting Minutes

**Date:** February 2, 2015

**Meeting Time:** 6:00 PM

**Title of Meeting**: Software Engineering Project Meeting 2

**Location:** Various(Skype).

**Attendees:** Imad Ali Abbasi, Tanzeel ur Rehman, Anwer Amin

**Meeting Chair:** Anwer Amin

# Items covered

# Discussing project ideas farther *For 20 mins*

Details discussion into the Project management and the Paperless environment project by the team to select appropriate project. Discussing features and the nature of the project (business model, presentation etc).  
**Decision**: Go-Paperless website will be made.

# Distribution of work going forward *For 30 mins*

Discussion into the responsibilities and task division going forward keeping each individuals skills in mind.

# Next Meeting Date and Time

It was agreed to have the next meetings on the February 9 at 9:00 pm. Next meeting will be online (Skype).