

Meeting '1'

Week '2'

Things to Do!

Next meeting 1:00 Monday Wk3

Email Jonathan with self-nominations in priority order before Monday deadline

Discuss/vote on use of software (see Ideas)

Roles and Responsibilities

Software Project

- Team Manager
 - Hand-in deadlines
 - Concerned with outside work
- Integration Manager/Deputy
 - Concerned with team work

Finance and Marketing Department

- Finance Manager
 - Financial Reporting
 - Time sheets
- Marketing Manager
 - Pitching
 - Presentations
- Deputy Finance Manager
 - Liaise with finance and marketing

QA & Utilities Department

- Documentation Manager
 - Take notes at meetings
 - Provide templates
 - Working with software team and finance team
 - Ensuring deadlines are met
- Utilities Manager
 - Administration
 - Backup
 - Code storage
 - Learning tools and keeping copies of software

Software Department

- Software Manager
 - Oversee development and quality assurance
 - Advice for programmers/mentor
 - Specification/talk with other teams
- Quality Assurance/Testing Manager
 - Testing of code
- Development Manager
 - Writing the code
 - Organisation of code writing
 - No testing

Potential Tools

Online voting

Google Docs

Google Calander Sync

Microsoft Visual Studio Online

Logistics

15 Hours per week per person