

## Meeting 1

### Important

**Meeting at 4 tomorrow- Wednesday 29.01.2014**

**Present- Ankita, Prakruit, Steve and Zayyad**

### Notes

1. QA should fall under Max's jurisdiction with James helping him out. Roger should be incharge of Quality Control not Assurance (i.e software testing and integration). Of course seeing as Roger has already done quite a bit, he can collaborate with M and J.
2. Zayyad is going to look at making a company logo with name.
3. Rename finance manager to business manager
4. Include QA audits after metrics in the role description
5. Ankita to do the deliverables
6. Ankita and Max to look at PM methodology
7. Different divisions to look at 4.1, 4.2.....
8. James to do the documentation appendix
9. Ankita to do Gantt chart