# 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