



**Date:** 12 February 2018 3pm

- **Present:** LM, LT, JT, JM, TT, OM, JW
- **Apologies:** --
- **Absent:** --

### 1. Actions from previous meetings

ID	Assigned	Notes
22/02/18 2.1.3	TT	- Financial Briefing submitted to AEW, waiting on feedback.

## 2. Reports

### 2.1 Report from Project Manager

2.1.1	LM	Feedback received from stuart on the function specification, adjustments needed.
2.1.2		Meet up to go over tender presentation

### 2.2 Report from Lead Developer

2.2.1	LT	PWS document needs reviewing
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### 2.3 Report from QA & Documentation Manager

2.3.1	JT	Feedback received from stuart on the QA manual, adjustments needed.
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### 2.4 Report from Testing & Integration Manager

2.4.1	JM	
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### 2.5 Report from GUI Developer

2.5.1	JW	Colour scheme discussed for first iteration wireframes. Not decided by team - light blue chosen temporarily.
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### 2.6 Report from Marketing Manager

2.6.1	OM	- Competitor applications fed back
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		- Discussed tender presentation marketing
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**2.7 Report from Finance Manager**

2.7.1	TT	- Will work with LT to secure contracts and meetings with other groups.
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**3. Any Other Business**

3.1.1		
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