



**Date:** 5th March 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	LT TT	- Contracts closed with 3 groups for module sale/purchases

### 2. Reports

#### 2.1 Report from Project Manager

2.1.1	LM	- Make sure to keep arranging meeting with your story groups to keep working through testing and code
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#### 2.2 Report from Lead Developer

2.2.1	LT	- Modular contracts completed
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#### 2.3 Report from QA & Documentation Manager

2.3.1	JT	
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#### 2.4 Report from Testing & Integration Manager

2.4.1	JM	- Testing reports should start to be written on user stories to be implemented, reports should be done by 1st iteration hand in.
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#### 2.5 Report from GUI Developer

2.5.1	JW	
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#### 2.6 Report from Marketing Manager

2.6.1	OM	- Financial allocation for different styles of marketing discussed
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**2.7 Report from Finance Manager**

2.7.1	TT	<ul style="list-style-type: none"><li>- Projections discussed due to Finance deadline.</li><li>- Revenue generation discussed at length - banner ads still considered.</li><li>- Paid and free Android application (two versions) considered.</li><li>- Finance report will be completed and uploaded to the drive.</li><li>- Discussed with LT S02</li></ul>
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**3. Any Other Business**

3.1.1		<ul style="list-style-type: none"><li>- Recent deadlines discussed, team happy with functional specification and QA manual. Finance deadline discussed with Tom.</li></ul>
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