



Date: 26 February 2018 3pm

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

1. Actions from previous meetings

ID	Assigned	Notes
26/02/18	TT	- Financial Report complete, feedback uploaded to google drive. All accepted by Tony.
19/2/18 2.1.3		- User stories for the first iteration assigned
19/02/18 2.3.1	JT	- QA manual adjustments finished
19/02/18 2.4.1	JM	- Finished testing outlines for iteration 1.

2. Reports

2.1 Report from Project Manager

2.1.1	LM	- Arrange additional Coding labs for groups
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2.2 Report from Lead Developer

2.2.1	LT	- Client requirements for YDS completed by tomorrow
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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 outlines for iteration 1 are completed on the Final testing and iteration plan, test outlines for rest of project started.
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2.5 Report from GUI Developer

2.5.1	JW	- Wireframe diagrams nearly complete. Different screens discussed. QR implemented.
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2.6 Report from Marketing Manager

2.6.1	OM	
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2.7 Report from Finance Manager

2.7.1	TT	<ul style="list-style-type: none">- Contract meetings after our meeting to secure contracts for modules.- Make sure week 9 timesheets are updated a by friday for the financial review 2.
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3. Any Other Business

3.1.1		
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