



Date: 15 January 2018 2pm

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

1. Actions from previous meetings

ID	Assigned	Notes
27/11/17 2.1.1	All	- Project Roles assigned
27/11/17 2.1.1	All	Project idea refined <ul style="list-style-type: none">- Interactive tour guide- Reward system

2. Reports

2.1 Report from Project Manager

2.1.1	LM	- LM, LT, JW and OM assigned to Functional specification
2.1.2		- JT, TT and JM assigned to QA document

2.2 Report from Lead Developer

2.2.1	LT	
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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	
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2.5 Report from GUI Developer

2.5.1	JW	- Preferred GUI developer
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2.6 Report from Marketing Manager

2.6.1	OM	- To research market competitors
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2.7 Report from Finance Manager

2.7.1	TT	- Keep up to date with timesheets as financial reports will be approaching
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3. Any Other Business

3.1.1		<ul style="list-style-type: none">- Future meeting dates to be decided in the week.- Minimum viable product decided.
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