Date: 29 May 2018 1pm

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

1. Actions from previous meetings

ID	Assigned	Notes
23/05/18 2.1.1	All	Do timesheets for Tom
23/05/18 2.2.1	LT, LM, JW, OM	Review functional spec **Done**
23/05/18 2.3.1	JT	guidance for presentation content finished
23/05/18 2.4.1	All	Write tests for user stories
23/05/18 2.6.1	OM	Gather content for locations
23/05/18 3.1.1	JT JW LT	Make formatting consistent for past documents Review previous minutes and ensure they fit company template Create HTML viewer
23/05/18 3.1.2	JT, LM	Get more details about format from SJP **Done** – needs to include businesses info as well as product info, as if to investors & customers simultaneously 5 min setup, 25 min presentation, 10 min Q&A
23/5/18 2.7.1	TT	FInancial Summary Report Complete and accepted by AEW, further versions to be updated. Re selling prices confirmed.

2. Reports

2.1 Report from Project Manager

2.1.1	LM	Arrange meet up to go over sales presentation.

2.2 Report from Lead Developer

2.2.1	LT	Attending meeting with Stuart Porter re Sales Presentation with TT

2.3 Report from QA & Documentation Manager

2.3.1	JT	

2.4 Report from Testing & Integration Manager

2.4.1	JM	Perform system testing on final builds of apps.

2.5 Report from GUI Developer

2.5.1	JW	

2.6 Report from Marketing Manager

2.6.1	OM	Finalise Marketing review and presentation information

2.7 Report from Finance Manager

2.7.1	TT	Discussion on what we financial information we need for sales presentation; considerations as to what TT will need to prepare for presentation. Discussion with OM about marketing section within finance section. Attending meeting with Stuart Porter re Sales Presentation with LM

3. Any Other Business

3.1.1	JW	Will ask Gatehouse Coffee/a location to put QR code for live demo
3.1.2	TT	Sales projections for large sales presentation. Will report back on meeting with SJP ahead of sales presentation.