



**Date:** 29 January 2018

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

### 1. Actions from previous meetings

ID	Assigned	Notes
22/01/18	LM	- All issues in Any Other business resolved
22/01/18 2.3.1	JT	- QA is still being written
22/01/18 2.7.1	ALL	- Timesheets completed for financial briefing

### 2. Reports

#### 2.1 Report from Project Manager

2.1.1	LM	- Specs for test phone. - Functional Spec people to meet tomorrow.
-------	----	---

#### 2.2 Report from Lead Developer

2.2.1	LT	- User stories decisions.
-------	----	---------------------------

#### 2.3 Report from QA & Documentation Manager

2.3.1	JT	- The QA manual will need to be read by all members and the deliverables agreed
-------	----	---

#### 2.4 Report from Testing & Integration Manager

2.4.1	JM	
-------	----	--

#### 2.5 Report from GUI Developer

2.5.1	JW	- Kiosk has static map.
-------	----	-------------------------

**2.6 Report from Marketing Manager**

2.6.1	OM	- App content ideas, marketing research
-------	----	---

**2.7 Report from Finance Manager**

2.7.1	TT	<ul style="list-style-type: none"><li>- Presentation will be interactive.</li><li>- Submission of timesheets needs to be up to date.</li></ul>
-------	----	--

**3. Any Other Business**

3.1.1	Functional Specificatio n Team	<ul style="list-style-type: none"><li>- Functional Spec Team to meet tomorrow.</li></ul>
-------	--------------------------------------	--