



**Date:** 27 November 2017 3pm

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

### 1. Actions from previous meetings

ID	Assigned	Notes
		-

### 2. Reports

#### 2.1 Report from Project Manager

2.1.1	ALL	<ul style="list-style-type: none"><li>- Decide rough product ideas</li><li>- Rough team roles</li></ul>
-------	-----	---

#### 2.2 Report from Lead Developer

2.2.1	-	
-------	---	--

#### 2.3 Report from QA & Documentation Manager

2.3.1	-	
-------	---	--

#### 2.4 Report from Testing & Integration Manager

2.4.1		
-------	--	--

#### 2.5 Report from GUI Developer

2.5.1	-	<ul style="list-style-type: none"><li>- JW discussed for role.</li></ul>
-------	---	--

#### 2.6 Report from Marketing Manager

2.6.1	-	<ul style="list-style-type: none"><li>- OM discussed for role</li></ul>
-------	---	---

**2.7 Report from Finance Manager**

2.7.1	-	- TT discussed for role
-------	---	-------------------------

**3. Any Other Business**

3.1.1	All	<ul style="list-style-type: none"><li>- Plan roles for going forward, rough stuff, nothing set in stone.</li><li>- Basic idea for product.</li><li>- Review possible method, Github, Timesheets, IntelliJ.</li><li>- Set dates for project idea deadline</li></ul>
-------	-----	--