Date: 23 May 2018 1pm

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

1. Actions from previous meetings

ID	Assigned	Notes
23/5/18	TT	- Financial Report 3 accepted by AEW

2. Reports

2.1 Report from Project Manager

2.1.1	LM	- Everyone needs to do timesheets for Tom by tomorrow

2.2 Report from Lead Developer

2.2.1	LT	Integration: - s07 redo what has been done for other POI - s03 should be done by Monday - s05 leaderboards work, mostly finished Functional spec: - Needs reviewing (meet tomorrow thur/24 1pm) - GitHub issues need to be kept update
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2.3 Report from QA & Documentation Manager

2.3.1	JT	- Writing guidelines for presentation content/structure/layout

2.4 Report from Testing & Integration Manager

2.4.1	JM	- Do integrated tests - Do testing reports (deadline 5th June)

2.5 Report from GUI Developer

2.5.1	JW	- Will start working on Kiosk. Looking into google play account for better handling of leaderboards, might not be enough time to implement google sign-in and google play game console. A few user stories edited and pushed to third iteration

2.6 Report from Marketing Manager

2.6.1	OM	- Gathering content for 7 locations

2.7 Report from Finance Manager

2.7.1	TT	- Discussion re what user story after S03 - Financial Summary report will be completed and uploaded to drive. - Discussion with group re selling prices for upcoming financial summary deadline

3. Any Other Business

3.1.1		HTML tour - Need up to date documentation - JT to make formatting consistent - JW will review minutes - LT to do HTML doc viewer
3.1.2		Sales presentation - JW/JM to do live stream demo from a location TBD - Find somewhere to put QR sticker (OM) - JT to get more details about format from SJP - TT projections