



Date: 7 February 2018

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

1. Actions from previous meetings

ID	Assigned	Notes
7/02/18 2.2.1		- Functional specification deadline finished
7/02/18 2.3.1	JT	- QA manual was submitted on time

2. Reports

2.1 Report from Project Manager

2.1.1	LM	- Lauren assigned to project wide standards deliverable
2.1.2		- Everyone assigned to start production of the tender presentation
2.1.3		- adjust functional specification and QA manual once feedback is received

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	<ul style="list-style-type: none">- Waiting for QA manual feedback- Document templates are now all finished and uploaded to the drive
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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	- Software chosen for wireframe interface diagrams (Adobe Illustrator)
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**2.6 Report from Marketing Manager**

2.6.1	OM	- Marketing strategy discussed with finance
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2.7 Report from Finance Manager

2.7.1	TT	<ul style="list-style-type: none">- Financial Business plan in for friday will be completed and copy will be uploaded to drive.- Will produce feedback when received.
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3. Any Other Business

3.1.1		
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