



**Date:** 22 January 2018

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

### 1. Actions from previous meetings

| ID             | Assigned | Notes  |
|----------------|----------|--|
| 27/11/17 2.1.1 | ALL      | - Project name assigned - Unlock:York  |
| 15/1/18 2.1.1  | JT       | - Functional Spec will be sent to Jon (QA Manager) for formatting and standardization. |

### 2. Reports

#### 2.1 Report from Project Manager

|       |    |                                     |
|-------|----|-------------------------------------|
| 2.1.1 | LM | - GANTT & Agile Project Management. |
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#### 2.2 Report from Lead Developer

|       |    |   |
|-------|----|---|
| 2.2.1 | LT | - |
|-------|----|---|

#### 2.3 Report from QA & Documentation Manager

|       |    |                                       |
|-------|----|---------------------------------------|
| 2.3.1 | JT | - QA manual has started to be written |
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#### 2.4 Report from Testing & Integration Manager

|       |    |   |
|-------|----|---|
| 2.4.1 | JM | - |
|-------|----|---|

#### 2.5 Report from GUI Developer

|       |    |  |
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| 2.5.1 | JW | <ul style="list-style-type: none"><li>- Logo and documentation by next meeting.</li><li>- GUI sketches for thursday.</li></ul> |
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**2.6 Report from Marketing Manager**

|       |    |               |
|-------|----|---------------|
| 2.6.1 | OM | - Logo input. |
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**2.7 Report from Finance Manager**

|       |    |  |
|-------|----|--|
| 2.7.1 | TT | <ul style="list-style-type: none"><li>- Sort out timesheets please for financial briefing.</li><li>- Other considerations for financial briefing</li></ul> |
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**3. Any Other Business**

|       |  |  |
|-------|--|--|
| 3.1.1 |  | <ul style="list-style-type: none"><li>- Minimum viable product requirements determined.</li><li>- Clarification over who we are selling to.</li><li>- Wait for Ollie's movements before confirming next meet time.</li></ul> |
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