



**Date:** 19 February 2018 3pm

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

### 1. Actions from previous meetings

ID	Assigned	Notes
12/02/18 2.1.1	LM, LT	- Functional specification adjustments completed
12/02/18 2.3.1	JT	- QA manual adjustments almost complete
12/02/18 2.1.2		- Tender presentation completed
12/02/18 2.2.1	LT	- PWS standards document completed

### 2. Reports

#### 2.1 Report from Project Manager

2.1.1	LM	- Lauren assigned to modular contact discussions
2.1.2		- Everyone assigned to start the first iteration
2.1.3		- LM and LT to meet up to discuss user story assignment

#### 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	- Adjustments almost finished
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#### 2.4 Report from Testing & Integration Manager

2.4.1	JM	- Started work on the test and integration plan
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**2.5 Report from GUI Developer**

2.5.1	JW	- Software changed for wireframe interface diagrams to Sketch. Some icons decided.
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**2.6 Report from Marketing Manager**

2.6.1	OM	
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**2.7 Report from Finance Manager**

2.7.1	TT	<ul style="list-style-type: none"><li>- Financial Report 1 deadline ready will be ready for friday, copy uploaded to google drive.</li><li>- Financial considerations for tender presentation</li><li>- Arranging meetings with LT for contracts with other groups</li><li>- Timesheets</li></ul>
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**3. Any Other Business**

3.1.1		
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