



**Date:** 12 March 2018 3pm

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

### 1. Actions from previous meetings

ID	Assigned	Notes
5/3/18	TT	- Financial Report available on google drive and accepted by Tony.
26/02/18 2.4.1	JM	- Most test outlines for all iterations done, will be ready by 16/03
5/3/18 2.1.1	LM	- Meeting had/have been made

### 2. Reports

#### 2.1 Report from Project Manager

2.1.1	LM	- LM and LT to meet next week to go over Iteration 2 user story assignment
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#### 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	- Every job role has a QA metrics to fill out before thursday and we need an end of iteration meeting to discuss how it went and what needs to be improved for the next iteration
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#### 2.4 Report from Testing & Integration Manager

2.4.1	JM	- Test reports must be fully complete and signed by 16/03
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#### 2.5 Report from GUI Developer

2.5.1	JW	- Android development switched to Android Studio (fully)
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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	- Business plan discussed and banner ads not being considered.
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### 3. Any Other Business

3.1.1		<ul style="list-style-type: none"><li>- Plans for group tender presentation discussed briefly. Lauren, Ollie and Jon to present</li><li>- Testing plans discussed with JM</li><li>- QA Metrics complete</li></ul>
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