Meeting Minutes: Group 29

**Meeting Type:** Review Meeting

**Meeting Date:** 14-02-2017

**Meeting Start Time:** 12:00

**Meeting End Time:** 12:30

**Attendance:**

*Chalmers, Jamie*

*Galal, Hedy Y*

*Harris-Browning, Levi*

**Absence:**

*Grewal, Ankur – Did not respond to invitation to meeting.*

**Progress:**

*Levi was introduced to team. Hedy has completed first draft of logo, and created file-sharing platform. Plans to create software designs were abandoned as it became obvious that a requirements documents should be produced first.*

**Actions:**

*All members to thoroughly read brief, ensure all aspects are understood to a reasonable level. Attend lecture today on requirements.*

**Next Meeting:** Friday 17th was suggested, although this will be confirmed later.

**Additional Comments:**

*Levi was introduced to the team, and offered his services in coding, thus Jamie and Levi will form the coding team, with Jamie being in charge of GUI, and Levi in charge of the backend (Though these roles will remain flexible). There is a lecture today on Requirements, so we decided to attend this and then meet later in the week to discuss the requirements as a group, where after Hedy will compile this into a finished requirements document.*