**Minutes of Meeting 8** *on 30/09/2019 at 1.32pm at Room 316*

**Chairperson:**  Dr. Fadi

**Minute Taker:** Neha Bhudia

**Present:**  Tom, Sanket, Kelyn, Henry, Yun and Brian

**Apologies:**

**Absent (no apology received):**

| **Agenda**  **Item** | **Description *– include a heading for each item recorded and a brief summary of the discussion.*** | ***Include the following four points:***   1. ***Action*** 2. ***Person responsible*** 3. ***Date action is to be completed*** |
| --- | --- | --- |
| 1. | **Appointment of chairperson and recorder**  *Fadi* was appointed to chair the meeting and *Neha* was appointed to take minutes of this meeting. |  |
| 2. | **Review of previous minutes and actions**   * Review on Create Trippie – is done * Review on all previous work |  |
| 3 | **Agenda item**   * Regular update Fadi with latest APKs to do User Testing by him and his sons. * Discussion on combination of Pets and Livestock, necessary updates to be done on T&Cs. * Revenue Model has been decided to be at 15% commission base. * In 2 weeks, we have to work on Phone number verification. * Limit the delivery instructions to 250 characters. |  |
| 4 | **Agenda item 2**  Distribution of tasks at hand.   | Task | Person Responsible | Deadline | | --- | --- | --- | | Notifications team | Sanket – Design  Kelyn & Henry – Back-end  Tom & Yun – Approvals before Fadi | 07/10/2019 | | Flowcharts  (Notifications, Offers, Vehicles and livestock quantities) | Sanket  Neha & Tom to help | 03/10/2019 | | Update T&Cs | Neha | As we progress | | Payments | Sanket & Yun | 07/10/2019 | | Database & Cloud Infrastructure | Yun & Tom | 07/10/2019 | | Defining Urgency  (with calculations) | Tom | 07/10/2019 | | Service Provider registration | Brian | ASAP | | |
| 6 | Date and time of next meeting | 07/10/2019  1.15PM |
| 7 | Close meeting: Record date and time the meeting closed | 30/09/2019  3.00pm |