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| --- | --- | --- | --- |
| **Date of meeting** | 09/03 | **Time** | 10:10 |
| **Location** | RE310 | **Minute taker** | Ben Crawford |
| **Present** | All | | |
| **Apologies** | None | | |

Team Name: The Mullet Mafia

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| **Item** | **Discussion/Action** | **Team**  **member** | **Timescale** |
| 1. Apologies | No apologies |  |  |
| 2. Select who will Chair the meeting | Nicky Bunyan |  |  |
| 3. Select minute taker | Ben Crawford |  |  |
| 4. Assign Roles/ Responsibilities within the team | Nicky: Systems designer  Ben: Project Manager, Project Developer  Kieran: Analyst, Tester  Euan: Librarian |  |  |
| 5. Discuss main tasks of the project | Database based on company’s stock, orders, and students.  Research resources required to support HN students, for stock database  Design Database  Access to previous orders, users should be able to alter their data, add new details and purchases.  Ensure all documentation is available to all team members.  Find out how to make an automated database. | KB  NB  ES  BC | 12:00  15/03  12:00  12:00 |
| 6. Communication Methods | Facebook mails, emails |  |  |
| 7. AOCB |  |  |  |
| 8. Date and time of next meeting | 16/03 - 11:00 |  |  |