

MINUTES

MEETING:		
DATE: 23/01/24	TIME: 14:00	DURATION: 1 hrs
MINUTES TAKEN BY: Rob Walker		

ATTENDEES: Luke Warbey, James Stevenson, Josh Bradley, Rob Walker, Jabez Cheung
APOLOGIES: Hari Mamman, Noah Carter, William Betteridge, Zhihao Ma

TITLE: What needs to be submitted		
DISCUSSION:		
Weekly reports need to be adapted with hours for submission alongside individual reports.		
Individual reports need a section to be checked by QA (Rob & Josh).		
Financial Report & Business Plan		
Initial Marketing (Slides for presentation, or Word Doc?):		
- Describe how we differ from other products: cheaper, targeting small businesses.		
- AssetPanda		
- maintainX		
- A lot of others (Google)		
HTML Tour:		
Can be started on but cannot be finalised until all other documents are submitted		
Presentation (Optional for Friday, needs to be done for presentation day)		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Financial Business Plan	Harri, Noah, Josh	24th Wed
Financial Report	Harri, Noah, Josh	25th Thurs
Timesheets/Weekly Reports finished	ALL	24th Wed
Individual Reports finished	ALL	24th Wed

Marketing	Noah, Harri, Josh	25th Thurs
Design Plan	Jabez (lead), Zhihao	25th Thurs
HTML Tour	Rob, Will	25th Thurs
Presentation	James, Luke	28th Sun