

MINUTES

MEETING:		
DATE: 06/11/23	TIME: 14:00	DURATION: 1 hrs
MINUTES TAKEN BY: Josh Bradley		

ATTENDEES: Luke Warbey, Hari Mamman, Jabez Cheung, James Stevenson, Josh Bradley, Noah Carter, Rob Walker, William Betteridge, Zhihao Ma
APOLOGIES: None

TITLE: Functional Specification		
DISCUSSION:		
Reviewed current functional spec draft Discussed section 3, to be done for next draft hand in		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Email draft to SJP	James Stevenson	07/11/23
Finish data flow diagram	Noah Carter	07/11/23

TITLE: Finance		
DISCUSSION:		
Timesheet tracker shared on the drive		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Wait for Stuart to do something	Hari Mamman	TBD

TITLE: QA Manual		
DISCUSSION:		
Discussion of sections, each section to be done by the person whose role it is.		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Complete Role sections in QA Manual	ALL	14/11/23