MINUTES

MEETING:		
DATE: 09/11/23	TIME: 16:00	DURATION: 2 hrs
MINUTES TAKEN BY: Rob Walker		

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

TITLE: Functional Spec Review		
DISCUSSION:		
Stuff needs enumerating and rearranging to reflect the true user story Potential for us to use Overleaf for a much nicer looking document		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Enumeration and rearranging of the document	James	Friday
Overleaf coding	Will	Friday

TITLE: QA Manual Assignments		
DISCUSSION:		
The QA defines a general overview of how the business works and operates. Various roles, how things are handled etc.		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Overleaf coding	Will	Friday
Individual roles will be covered	ALL	Tues
Sections 3 & 4	Luke & Josh	Tues

TITLE: Functional Spec Next Steps
DISCUSSION:
Aim for sections 3, 4 & 5 to be done for next draft submission for the functional spec. Finalise the actual product features/specification.

Google doc creation for final features		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Sections 3,4,5 done	ALL	Next draft
Finalise product features	ALL	Next draft