

# MINUTES

MEETING		
DATE: 05/10/23	TIME: 16:00	DURATION: 1 hrs
MINUTES TAKEN BY: Rob Walker		

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

TITLE: Role Assignment		
DISCUSSION:		
Will - Software Lead/Manager Noah - Marketing Manager Rob - Documentation Manager James - Testing Manager Harri - Financial Manager Zihao - GUI Developer Josh - Whatever Needed Luke - Whatever Needed (Coding) Jabez - Design & Specification Manager		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Research into your role	All	Next week

TITLE: Ideas		
DISCUSSION:		
No further research has been done, more research to be done for next week. We can't commit to a certain idea since we don't know the full specification.		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Research more Ideas	All	Next meeting

TITLE: Plans for future		
DISCUSSION:		
We need to be using GitHub and becoming familiar with that. Message with a GitHub tutorial has been put in the group chat.		

Discussion about IDE, is eclipse the best or is there a good alternative?

NEED SPEC FROM STUART

Potential shift to monday.com for management - good for budget, meetings, gantt?

ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Get familiar with GitHub	All	Next week
Research into IDE	Will, James	Next week
Chase up Stuart	Jabez	Next week
Research into monday.com for management	Luke	Next week