MINUTES

MEETING: Specification Rundown and Post-Preliminary Ideas		
DATE: 12/10/23	TIME: 16:00	DURATION: 1 hrs
MINUTES TAKEN BY: Noah Carter		

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

TITLE: Discuss specification as a group and adjust roles		
DISCUSSION:		
Read through spec as group Discuss roles / take on more e.g. understudy incase of sickness		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Open PDF	All participants	Continuing
Talk about options	All participants	Continuing

TITLE: XML and Idea Research		
DISCUSSION:		
View examples of XML and its uses to get more confident with how it works Visual accessibility implementation - text to speech / text size / backlight		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Add ideas into document	All contribute	Today
Develop existing ideas and pitch them or a new one - then vote next week	All	19/10/23

TITLE: Room booking		
DISCUSSION:		
Which room would work best for our pitch meeting next week?		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Book a room	William	17:00
Agree on a time and date	All	Today