

MINUTES

MEETING		
DATE: 28/09/23	TIME: 16:00	DURATION: 2 hrs
MINUTES TAKEN BY: Rob Walker		

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

TITLE: Setup of Groups and Documents		
DISCUSSION:		
Rob Walker has set up Agenda and Minutes for this meeting & future Google Space to be set up Shared drive to be set up Github to be set up Get an alternative room booked for the scheduled session		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Google Space set up	Luke Warbey	Now
Shared Drive set up	William Betteridge	Now
Github set up	Noah Carter	Now
Alternative room booking for next week	William Betteridge	Next Meeting

TITLE: Preliminary Ideas
DISCUSSION:
Everyone making entries to the shared document.
Baseline is for a project that can read and display XML files.
Ideas so far (to be expanded on in the shared brainstorm document)
Engineering Maintenance Guide - James
Cycling Simulator - Jabez
Document Reader with AI highlighting - Luke
Library Search - Zhihao
AI integrated banking
Media Center

ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Anyone who had ideas, research viability and pitch the idea	All	Next meeting

TITLE: Roles within the Group		
DISCUSSION:		
Document with a list of roles created. Put names next to roles on the document?		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Think about Roles and put name next to the role in the shared document	All	Next Meeting