

MINUTES

MEETING:		
DATE: 26/10/23	TIME: 16:00	DURATION: 1.5 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: Functional Spec
DISCUSSION:
What is a functional spec? - a formal document used to describe a product's intended capabilities, appearance, and interactions with users in detail for software developers. https://www.xenonstack.com/blog/functional-specification-document We need a general overview document (pdf) to outline the project scope, risks and assumptions, use case, requirements, system config, non-functional requirements, error handling/reporting. Ths functional spec is a draft and the final version will be the meat of the pitch presentation

TITLE: Organisation and Product Name		
DISCUSSION:		
After a long brainstorming session, the name DocDuck was agreed upon.		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Make a logo/branding	Luke	TBD

TITLE: Looking at competitors
DISCUSSION:
Potential for chat between accounts? Might be problems with syncing. We should do this as a PC app.

Some competitors to look at are: MaintainX AssetPanda (Many others in a list rating them on Google)		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Research Competitors	James, Noah	Next Meeting