Project: Group Project 01

Meeting: Weekly Project Meeting

Persons present: All project members

Place and date of meeting: CIS, Thu 1st February 2018, 10:10am

Circulation list: All project members, plus project manager

Author: Wayne Aubrey

Date of minutes: 1st Feb 2017

Version: 1.1

Matters arising:

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None - first meeting of group

New business:

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1. Membership of group

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| --- | --- |
| **Name** | **Email** |
| Evans, Rhys | rhe24 |
| Humphreys, Cameron David Alexander | cah27 |
| Jones, Samuel Robert | srj12 |
| Lefek, Agata | agl6 |
| Madej, Aleksandra | alm82 |
| Petridis, Lampros | lap12 |
| Thumwood, Alex | alt38 |
| Williams, Nathan | naw21 |

Manager: Wayne Aubrey email: waa2

There are some things to sort out.

2. Photos of group

Photos were taken of each of the group present - need circulating to all members. **Action: waa2**

3. Absences / Changes

It was noted that Lampros Petridis was late and assures the group that he will not be late again

Alex to add all group members to the group chat. **Action: alt38**

4. Setting up the project arrangements

4.1 All group members need to read the project requirements and Group Intro documents by next week and know about what the project will do. **ACTION: Everyone**

4.2 All group members to set up a personal blog **TODAY** and email a link to their blog to rhe24. **ACTION: Everyone**

4.3 Test specification document – due 22th Feb (tutorial 4). Agata and Alexandra to read SE.QA.06 and to start making systems tests for the test specification. They should make example tests for requirements FR1 to FR5. **Action: agl6, alm82**

5. Initial Tasks

5.1 Alex and Nathan to read SE.QA.04 and start work on material for the user interface document. We would like to see a list of use cases and some possible screens next week. **Action: naw21 alt38,**

5.2 Nathan and Rhys to start programming the onscreen display. **Action: naw21, rhe24**

5.3 Cameron and Sam to make a rough architectural proposal for the software by next week. **Action: srj12, cah27**

5.4 f) Quality assurance: Lampros to look into the documents SE.QA.01, 02 and 03, and to explain to the group next week how QA works on the project. **Action: lap12**

AOB

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None.