

Group Project Meeting 4

Formal Group Meeting

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Friday 24th October 2014 at 17:00

Venue	A9 Hugh Owen
Participants	Richard Chowne, Kieran Dunbar, Aloysius Fernandes, Theo Goree, Elliot Oram, Tom Raikes, Gavin Reynolds, Alan Spence, Qiaoyang Zheng, Chris Loftus
Apologies	Aled Davies & Jack Skitt
Circulation List	All project members and the project manager (Chris Loftus)
Version	1.1

Matters Arising

1. Find lead web and android members.
2. Read SE.QA.05.S
3. Project Plan
 - (a) Intro - add20
 - (b) Overview - tor10, alf33, add20
 - (c) Use cases - qiz, kid10
 - (d) UI design - jas78, gar18
 - (e) Gantt Chart - als48, tcg2
 - (f) Risk Assessment - elo9, rhc15

New Business

1. Email Tom Timetables
ACTION: All
2. Organise and document review process
ACTION: add20 & tcg2
3. Book MP 321 for Thursday
ACTION: tcg2

AOB

N/A

Next Meeting: Thursday 30th 12pm MP-321

Document History

Version	CCF No.	Date	Changes made to document	Changed by
1	N/A	2014-10-24	Initial document	tcg2
1.1	N/A	2014-10-24	Made minutes consistent with previous designs	add20