

Group Project Meeting 2

Weekly Meeting Minutes

Davies, Aled
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Friday 17th October 2014 at 17:00

Venue	A9, Hugh Owen
Participants	Richard Chowne, Aled Davies, Kieran Dunbar, Aloysius Fernandes, Theo Goree, Elliot Oram, Tom Raikes, Gavin Reynolds, Jack Skitt, Alan Spence, Qiaoyang Zheng, Chris Loftus
Apologies	None
Circulation List	All project members and the project manager (Chris Loftus)
Version	1.0

Matters Arising

1. Google+ Hangouts was decided upon to be used as our method of communication, all members of the team have successfully joined the hangout and we are in communication.
2. GitHub repository has been successfully created, all members bar two have joined the GitHub repository as of the time of the meeting.
3. Theo presented a summary of document SE.QA.02, a .pdf of this summary is already available to team members as will be summaries of the other documents in the week.
4. Aled presented a brief overview of the contents of SE.QA.03.
5. Tom presented his initial design for the web side of the project, the design will be available online in the future.
6. Alan and Jack both presented their designs for the Android side of the project, their designs will be available online in the future.
7. Kieran presented his initial designs for the database, this design will be available online in the future.
8. The strengths/weaknesses of the team document issue continues, Chris will email us this in the week.

New Business

1. Jack and Aloysius must join the GitHub repository as soon as possible.
ACTION: jas78 & alf33
2. Qiaoyang, Aloysius and Tom must send Chris an email containing a link to their blog
ACTION: qiz, alf33 & tor10
3. Aled and Theo should set up a directory in the GitHub repository for team members documents/planning drafts
ACTION: add20 & tcg2
4. Chris must email the team a copy of the 'strengths and weaknesses' discussed in the first meeting
ACTION: cwl

AOB

1. Jack has been nominated to the position of Architect.

Next Meeting: Thursday 23rd 12pm Rosser Lounge

Document History

Version	CCF No.	Date	Changes made to document	Changed by
1	N/A	2014-10-17	Initial Document	add