

# Group Project Meeting 1

## Weekly Meeting Minutes

Spence, Alan  
als48@aber.ac.uk

Friday 10th October 2014 at 17:00

<b>Venue</b>	A9, Hugh Owen
<b>Participants</b>	Richard Chowne, Aled Davies, Kieran Dunbar, Aloysius Fernandes, Theo Goree, Elliot Oram, Tom Raikes, Gavin Reynolds, Jack Skitt, Alan Spence, Qiaoyang Zheng, Chris Loftus
<b>Apologies</b>	None
<b>Circulation List</b>	All project members and the project manager (Chris Loftus)
<b>Version</b>	1.1

### Matters Arising

1. No matters arising, initial meeting.

### New Business

1. All members must email Kieran (kid10) with Git Hub account info  
ACTION: All
2. Tom (tor10) has volunteered to set up an additional contact method  
ACTION: tor10
3. Each group project member is to keep their own blog.
  - (a) Write at least a paragraph each week of what you did that week for the project
  - (b) This should be done before Friday's tutorial each week, possibly setting a deadline for this
  - (c) Email Chris, cwl@aber.ac.uk, with your blogs locationACTION: All
4. Read the project plan - SE.QA.01  
ACTION: All
5. Theo is to give a presentation of SE.QA.02  
ACTION: tcg2
6. Aled is to give a report of SE.QA.03  
ACTION: add20
7. Tom is to draw an initial screen design for web viewing  
ACTION: tor10
8. Jack and Alan are to draw an initial screen design for android viewing  
ACTION: jas78 and als48
9. Kieran is to come up with ideas for the database  
ACTION: kid10

### AOB

1. None.

### Document History

Version	CCF No.	Date	Changes made to document	Changed by
1	N/A	2014-10-10	Initial Document	as
1.1	N/A	2014-10-13	Changed document to comply with the standards set in SE.QA.03	add