

# Group Project Meeting 3

## Formal Management Meeting

Davies, Aled  
add20@aber.ac.uk

Sunday 19th October 2014 at 14:00

<b>Venue</b>	PJM Communal Block
<b>Participants</b>	Aled Davies, Theo Goree, Tom Raikes, Alan Spence
<b>Apologies</b>	None
<b>Circulation List</b>	All project members and the project manager (Chris Loftus)
<b>Version</b>	1.0

### Matters Arising

1. Discuss peoples roles in the project plan.
2. Jack has joined the GitHub repository.
3. Continue to create the initial GitHub repository structure (add20 & tcg2).

### New Business

1. Project Plan (due in Friday 31st). Refer to SE.QA.5B.S for summary of each sections contents.
  - (a) Introduction  
ACTION: add20
  - (b) Overview  
ACTION: tor10, alf33 & add20
  - (c) Use-cases  
ACTION: qiz & kid10
  - (d) User Interface Design  
ACTION: jas78 & gar18
  - (e) Gantt Chart  
ACTION: als48 & tcg2
  - (f) Risk Analysis  
ACTION elo9 & rhc15
2. Find lead for web & android team  
ACTION: tor10
3. Read SE.QA.5B.S  
ACTION: all

### AOB

1. Theo has summarised SE.QA.1-8, these will be available on GitHub and on Google Drive.

### Next Meeting Amendment: Thursday 23rd 12pm B23

### Document History

<b>Version</b>	<b>CCF No.</b>	<b>Date</b>	<b>Changes made to document</b>	<b>Changed by</b>
<b>1</b>	N/A	2014-10-19	Initial Document	add