

Group Project Meeting 5

Formal Weekly Group Meeting

Davies, Aled
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Friday 31th October 2014 at 17:00

Venue	A9 Hugh Owen
Participants	Richard Chowne, Kieran Dunbar, Aloysius Fernandes, Theo Goree, Elliot Oram, Aled Davies, Jack Skitt, Tom Raikes, Gavin Reynolds, 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. Email Tom Timetables - This is no longer relevant as it was to find a suitable time for the review process.
2. Review process - This has now been completed, and it went smoothly.
3. Project Plan - Completed, and was submitted on Thursday 30th October.
4. Book MP 321 - The room was booked, and has been booked again for every Thursday for the remainder of term time.

New Business

1. Ready GitHub for draft versions of Test Spec documents

ACTION: add20

2. Test Specification.

- (a) Android (Jack, Alan, Elliot, Qiaoyang).
- (b) Web (Gavin, Tom, Richard).
- (c) Database (Kieran, Aloysius).
- (d) QA (Aled, Theo).

The test specification begins as of tomorrow (1/11/14), The leader of each test spec group should organise a meeting/discussion with their group to have a draft by the meeting on Thursday 6th.

ACTION: jas78, gar18, kid10, add20

AOB

Project Plan suggestions

1. Overview diagram - inconsistent references
2. Use case diagram - User actor label
3. Check browser version on campus
4. Write what colour swatches will be used for
5. UI design - trace back to use cases
6. Risk assessment - write about justifying relatively low risk of project

Next Meeting: Thursday 6th 12pm MP-321

Document History

Version	CCF No.	Date	Changes made to document	Changed by
1	N/A	2014-10-31	Initial document	add20