

# Group Project Meeting 4

## Formal Group Meeting

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Friday 24<sup>th</sup> October 2014 at 17:00

<b>Venue</b>	A9 Hugh Owen
<b>Participants</b>	Richard Chowne, Kieran Dunbar, Aloysius Fernandes, Theo Goree, Elliot Oram, Tom Raikes, Gavin Reynolds, Alan Spence, Qiaoyang Zheng, Chris Loftus
<b>Apologies</b>	Aled Davies & Jack Skitt
<b>Circulation List</b>	All project members and the project manager (Chris Loftus)
<b>Version</b>	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 30<sup>th</sup> 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