

Computer Science Group Project Reserve Plant Species Recording

Minutes Summary **14.10.2014** **CIS Room**

Weekly Project Meeting

Present: nig13, alm62, cpm6, pjn, jos56, sit10, moz1, gaa11, anh45, rlj10, awa

Absent: soj6

Circulation list: nig13, alm62, cpm6, pjn, jos56, sit10, moz1, gaa11, anh45, rlj10, awa, soj6, cwl

Author: Christopher Malton (cpm6)

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Version: 1.1

Matters Arising:

- | | |
|---|--------------------------|
| 1. Create a GitHub account and send to Jonathon Shire (jos56). | Completed |
| 2. Email Christopher Malton (cpm6) Skype details and create a chat group. | Completed |
| 3. Have an internal group meeting. | Not yet completed |
| 4. Everyone needs to create a visible Blog.
Missing blogs: Rhydian Jenkins (rlj10), Sophie Joseph (soj6), Georgi Atanasov(gaa11) | |
| 5. Everybody has to read the project requirements document. | Completed |
| 6. Everybody has to read the SC.QA.01 | Completed |
| 7. Sophie Joseph (soj6) was going to present SE.QA.02 | Not yet completed |
| 8. Nicholas Grey (nig13) was going to present SE.QA.03 | Completed |
| 9. Awais Ahmed (awa) Mock-up of the first website screen design. | Completed |
| 10. Mohannad Zeido (moz1) Mock-up of android app design | Completed |

New Business:

1. Project plan mainly done by the project leader with the help of others.
Nicholas Grey(nig13).
2. Documents that need to be completed for this semester:

a. Project Plan	28 th October
b. Test specification	11 th November
c. Design specification	2 st December
d. Prototype demos	9 th December
3. Roles

a. Project leader	Nicholas Grey(nig13)
b. Deputy Project Leader	Jonathon Shire(jos56)
c. QA Manager	Christopher Malton (cpm6)
d. Deputy QA Manager	Christian Toba (sit10)

e. Architect Andreas Hernandez (anh45)

AOB (Any Other Business):

1. Project leader come with an agenda for next week's meeting
2. Internal meeting on Saturday the 18th at 13:30
 - a. Discuss:
 - i. Android app
 1. Geo tagging possible second device that the user might want to get the geo data from.
 2. Date / time
 - ii. Website
 1. Looks
 2. GUI
 3. Admin pages
 - iii. Documents on GitHub
 - iv. First deliverable (Project Plan)

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Version	Date	Changes Made	Changed by
1.0	16.10.2014	Original document.	cpm6
1.1	22.01.2015	Corrected errors. Added version table.	cpm6