

Computer Science Group Project Reserve Plant Species Recording

Minutes Summary **27.10.2014** **C57a**

Weekly Project Meeting

Present: alm62, cpm6, pjn, jos56, moz1, soj6, nig13, sit10, awa, anh45

Absent: rlj10, gaa11

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. Accept the invite from Jonathon Shire (jos56) for the new GitHub group project.
ACTION: Everyone **Completed**
2. Project plan to be split into sections and written by multiple people. The finalised version will be completed by Christopher Malton (cpm6) internal deadline for this document is 24.10.2014. The official hand-in deadline is the 28.10.2014
 - a. UI for android to be completed by Mohannad Zeido (moz1). **Completed**
 - b. UI for web to be completed by Awais Ahmed (awa). **Completed**
3. All parts of the project plan document need to be sent to Christopher Malton (cpm6) as soon as they are completed at the very latest the 23.10.2014. Gantt chart and risk assignment to be discussed about in the next meeting. **Completed**
4. Make a trello account and send username to Mohannad Zeido (moz1). **Not yet Completed**
5. Andreas Hernandez (anh45) and Peter Newbold (pjn) need to formulate an idea on how they want to begin coding Java and Web stuff. **Not yet Completed**
6. Alexandria Maguire (alm62) will complete the Gantt chart. **Completed**
7. Christi Toba (sit10) will complete the Project Plan document while Christopher Malton (cpm6) is away for the weekend. Consequently email parts of the document to both Christi Toba (sit10) and Christopher Malton (cpm6). **Completed**
8. Sophie Joseph (soj6) is going to write up the risk assessment. **Not yet Completed**

New Business:

1. Finish the Project Plan for the 28.10.2014.

AOB (Any Other Business):

1. Ask Chris Loftus if the Android has capability to edit the records or if the web site has authentication to allow for edits.
2. Finalisation of the Project Plan to be done 27.10.2014.

Author: Christopher Malton (cpm6@aber.ac.uk)

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Version	Date	Changes Made	Changed by
1.0	27.10.2014	Original document.	cpm6
1.1	22.01.2015	Corrected errors. Added version table.	cpm6