Computer Science Group Project Reserve Plant Species Recording

Minutes Summary   23.10.2014   Llambandan
Weekly Project Meeting

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

Absent: rlj10, awa, sit10, 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: 1.0

Matters Arising:

1. Accept the invite from Jonathon Shire (jos56) for the new GitHub group project.
   ACTION: Everyone   **Not yet Completed**
2. Project plan to we split in to 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. Introduction to be completed by Christopher Malton (cpm6).   **Completed**
   b. Overview to be completed by Nicholas Gray (nig11).   **Completed**
   c. Use case for android to be completed by Andreas Hernandez (ang45). **Completed**
   d. Use case for web to be completed by Peter Newbold (pjn).   **Completed**
   e. UI for android to be completed by Mohannad Zeido (moz1).   **Not yet Completed**
   f. UI for web to be completed by Awais Ahmed (awa).   **Not yet 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.   **Not yet Completed**
4. Make a trello account and send username to Mohannad Zeido (moz1).   **Not yet completed**
5. The group will be split in to 2 Java and Web both teams will have leaders frequent little meetings will take place between the Project Leader, Deputy Project Leader, QA Manager and the team leaders.
   a. Andreas Hernandez (anh45) will lead the Java team.
   b. Peter Newbold (pjn) will lead the Web team.   **Completed**
6. 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**

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New Business:

1. Alexandria Maguire (alm62) will complete the Gantt chart.
2. 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).
3. Sophie Joseph (soj6) is going to write up the risk assessment.

AOB (Any Other Business):

1. Monday meeting 15:00 – 16:00 yet to be decided computer science building.

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