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)

Minutes produced: 16.10.2014

Version: 1.0

Matters Arising:
1. Create a GitHub account and send to Jonathon Shire (jos56).
   ACTION: Jonathon Shire (jos56)   **Completed**
2. Email Christopher Malton (cpm6) Skype details and create a chat group.
   ACTION: Christopher Malton (cpm6)   **Completed**
3. Have and 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 don't 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   28th October
   b. Test specification   11th November
   c. Design specification   2st December
   d. Prototype demos   9th 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 weeks meeting
2. Internal meeting on Saturday the 18th at 13:30
   a. Discuss:
      i. Android app
         1. Geo tagging possible second devise 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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Minutes Produced on 16.10.2014

Version	Date	Changes Made	Changed by
1.0	16.10.2014	Original document.	cpm6
1.1	22.1.2015	Corrected errors. Added version table.	cpm6