# 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)

**Minutes produced:** 23.10.2014

**Version:** 1.1

### Matters Arising:

1. Accept the invite from Jonathon Shire (jos56) for the new GitHub group project. **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
   1. Introduction to be completed by Christopher Malton (cpm6). (Task ID DOC002)  
       **Not yet** **Completed**
   2. Overview to be completed by Nicholas Gray (nig11). (Task ID DOC003)   
       **Not yet** **Completed**
   3. Use case for android to be completed by Andreas Hernandez (ang45).  
      (Task ID DOC004) **Not yet** **Completed**
   4. Use case for web to be completed by Peter Newbold (pjn).(Task ID DOC005)   
       **Not yet** **Completed**
   5. UI for android to be completed by Mohannad Zeido (moz1).(Task ID DOC006)  
       **Not yet** **Completed**
   6. UI for web to be completed by Awais Ahmed (awa). (Task ID DOC007)  
       **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. (Task ID DOC008) **Not yet** **Completed**
4. Make a trello account and send username to Mohannad Zeido (moz1). (Task ID OTR001)   
    **Not yet completed**
5. The group will be split in to two 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.
   1. Andreas Hernandez (anh45) will lead the Java team.
   2. 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. (Task ID OTR002) **Not yet completed**

### New Business:

1. Alexandria Maguire (alm62) will complete the Gantt chart. (Task ID DOC09)
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). (Task ID DOC010)
3. Sophie Joseph (soj6) is going to write up the risk assessment. (Task ID DOC011)

### AOB (Any Other Business):

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

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| Version | Date | Changes Made | Changed by |
| 1.0 | 23.10.2014 | Original document. | cpm6 |
| 1.1 | 22.01.2015 | Corrected errors. Added version table | cpm6 |