Meeting Minutes – Team 18

Location: The Rack Computer Cluster
Date: Friday 6th November
Time: 16:00

Attendees:

Ariela Bawol, Alex Bridges, Andros Zantis, Daniel Coutts, Justyna Cichosz, Lewis Harvey, Toby Dent, Yousaf Hussain.

Agenda Items:

1. **Apologies for absence:**
   N/A.

2. **Approval of minutes of previous meeting:**
   The minutes were approved by all team members.

3. **Clarify and confirm project plan:**
   - We have 28 days in total to complete Phase 1 of the implementation because weekends and Christmas holidays do not count.
   - Jennifer's feedback on the project plan:
     - It is good that we took exam and revision times into account by not setting any deadlines for these periods of time.
     - Putting sub-tasks underneath each phase would make the project plan clearer and easier to understand.
   - Every team member looked at the project plan and agreed with it.

4. **Discuss and assign sub-teams:**
   - Alex asked the team who would prefer to design, implement, or test and if there is anything we would prefer not to do.
   - Most team members said that they would like to design, and all team members (apart from Yousaf) said that they would like to take part in the implementation process. However, we had to split the work evenly, so the following teams were assigned:
     - Design team: Ariela (sub-team leader), Andros, Toby, and Yousaf. Because Ariela and Andros volunteered to be the team leader, voting took place to choose who should get the role.

- Implementation team: Daniel (sub-team leader), Alex, and Lewis. There was no need for voting to take place as Daniel was the only one who volunteered to be the leader.
- Testing team: the whole team will take part in writing the testing documentation (i.e. coming up with test cases), however, Justyna will be the main tester for phase 1.
- These teams are likely to change with each phase; however, drop-ins and drop-outs are possible at any time if a team member feels that they do not feel comfortable with their task.
- In an emergency where the whole team is running behind the schedule everyone may be required to code.

5. Any other business:
a) Tasks due for Tuesday 10th November:
- Team members who were researching existing apps similar to our system need to write provide research evidence that can be used for the requirements specification.
- Design Team needs to come up with a sample design so that the Implementation Team can start programming.

6. Date and place of next meeting:
- Informal meeting on Tuesday 10th November from 12:00 to 14:00 in the Robinson Library, Room 432.
- Formal meeting on Friday 13th November from 16:00 to 17:00 in the Rack Computer Cluster.

Meeting closed at 17:00.