**Project:** Group Project 05 **Meeting**: Second formal Meeting – Weekly Project Meeting **Persons present:** All present **Circulation list:** All project members, plus project manager  
**Author:** Oliver Earl  
**Date of Minutes:** 16th October 2015  
**Version:** 1.0

**Matters arising**

* Role assignment

**New business**

* New roles established
  + Leader: David
  + Deputy: Tim
  + Lead QA: Oliver
  + Deputy QA: Josh
* Mainly discussion
  + Project plan specification
    - Introduction
    - Gantt charts
      * Tasks overrunning
    - Risk analysis
  + Design stage
    - Lower and lower levels of abstraction
    - UML Diagrams
    - Client instructions
    - Application integration
      * Protocols
    - Interaction design / Use-Case Diagrams
      * These have been assigned on GitHub
    - Classes and interface design
  + Copyrights will be attributed to Aberystwyth University
* **TODO:** ole4 will ensure MySQL and PHP installs – check versions **(done)**

**AOB**

* None