**Project:** Group Project 05 **Meeting**: Second informal meeting (first with minutes) **Persons present:** All present **Circulation list:** All project members, plus project manager  
**Author:** Oliver Earl  
**Date of Minutes:** 20th October 2015  
**Version:** 1.0

**Matters arising**

* UML and component design
* Reviews
* Deliverable completion
* Minutes
* Blogs

**New business**

* UML and component design will be done in Visual Paradigm by default
* All documents will need to go through review – push to review branch and not master until they are formally reviewed
* **ACTION:** ole4 to find out Java version in addition
* All parts of a deliverable must be completed **4 DAYS BEFORE** the deliverable is due – this time is for review and correction
* Project plan is in process and will detail scheduling for tasks
* **ACTION:** ole4 will push minutes to repository asap
* Application interaction protocols need to be discussed and documented
  + **ACTION:** To be discussed next week
* Applications in system tasks have been assigned out – other tasks will be assigned on Wednesday
* Blogs – must be set up
  + **ACTION:** Blogs must be set up before Friday’s meeting
  + **ACTION:** If help is required setting up WordPress, contact ole4

**AOB**

* None