**Project:** Group Project 05 **Meeting**: Informal meeting **Persons present:** Register not taken **Circulation list:** All project members  
**Author:** David  
**Date of Minutes:** 4th November 2015  
**Version:** 1.0

**Matters arising**

* None

**New business**

* New Subteam system for Java and Web
  + Somebody knowledgeable in their field will be nominated head of the group
    - Leader is then allowed to scope out the ability of other members and delegate work as necessary
  + Work will be assigned to a team leader with a broad scope that can then be refactored into smaller tasks to be issued out
  + Teams are responsible for their design from the component level down, so that people can communicate about issues without cross-communication or confusion
  + **ACTION:** People to emailed about what they would prefer

**AOB**

* None