**Project:** Group Project 05 **Meeting**: Formal meeting **Persons present:** All required **Circulation list:** All project members  
**Author:** David  
**Date of Minutes:** 27th November 2015  
**Version:** 1.0

**Matters arising**

* None

**New business**

* Integration and high level design documentation needs changing to reflect Nigel’s feedback
* Task Elements – to be discussed on Tuesday – mock ups need changing and database design needs checking
* Maurice to complete test data for development. David will contact him regarding this issue
* Database scripts need to be created for development. David to contact Ben regarding this.
* Oliver to do additional spike work on creating objects from PDO
* Java Team – file format needs to be discussed in a future meeting
* David, Josh, Oliver to meet Sunday 4pm Joy Welch to discuss and identify prototype deliverable targets and assign tasks to teams

**AOB**

* Reminder that test driven development is key and to design unit tests during development
* Timesheets still an issue