**Project:** Group Project 05 **Meeting**: Initial Meeting – Weekly Project Meeting **Persons present:** All present **Circulation list:** All project members, plus project manager  
**Author:** Oliver Earl  
**Date of Minutes:** 9th October 2015  
**Version:** 1.0

**Matters arising**

* First group project meeting and introductory session

**New business**

* Informal meetings half way through the week are in planning stage
  + Initial plan for **Tuesday 6pm**, room to be determined

**ACTION:** ole4

* Read all documents on Blackboard relating to the project for next week’s session, especially on document standards

**ACTION:** ALL

* Review document #7 Review Standards  
  **ACTION:** tma1
* Fully research test spec  
  **ACTION:** mac81
* Project plan / project plan specification  
  **ACTION:** daf5
* GitHub repository setup  
  **ACTION:** daf5
* Java with a database (JDBC?)  
  **ACTION:** lif5
* PHP with a database / DBMS  
  **ACTION:** jee17
* MySQL / PostgreSQL research

**ACTION:** jod32

**AOB**

* If there are mistakes with minutes, please inform **ole4** for correction and resubmission
* Consider risk analysis – what we’re good/bad at
* Conflict management
* Possibility of GUI with desktop application
* Encryption