

MEETING MINUTES

Meeting/Project Name:	CSCI321 GA-1 Algorithm and Data Structures Tool		
Date of Meeting:	24-04-2015	Start time:	9:30am
Location:	Building 3-128	End time:	4:00pm
Chair:	Jim Gollop	Minute taker:	Petros Mavridis
1. Meeting Objective(s)			
<i>Complete the coding style documentation</i> <i>Finalize the Software Requirement Specification document</i>			
2. Attendance			
Present			Apologies
Jim Gollop			Ben Waters
Petros Mavridis			Nicholas Judd
3. Agenda, Decisions, Issues			
Topic/ Discussion notes			Discussion led by
<i>Edit the Software Requirments Sprecification document</i>			Jim Gollop
<i>Complete the coding style document</i>			Petros Mavridis
<i>Proof read and edit coding style document</i>			Jim Gollop
4. Action Items			
Action	Responsible		Due Date
5. Next Meeting			
Date:	14-05-2015	Time:	10:30am
Location:	Building 3		
Objective(s):			