

MEETING MINUTES

Meeting/Project Name:	CSCI321 GA-1 Algorithm and Data Structures Tool		
Date of Meeting:	17-04-2015	Start time:	10:30am
Location:	Building 3-128	End time:	5:00pm
Chair:	Ben Waters	Minute taker:	Petros Mavridis
1. Meeting Objective(s)			
<i>Finalize presentation</i> <i>Finalize individual diaries</i> <i>Finalize SRS</i> <i>Practice presentation</i> <i>Prepare presentation handouts</i>			
2. Attendance			
Present			Apologies
Ben Waters	Gene Awyzio		
Nicholas Judd			
Jim Gollop			
Petros Mavridis			
3. Agenda, Decisions, Issues			
Topic/ Discussion notes			Discussion led by
<i>Best way to implement website regarding individual diaries.</i>			Nicholas Judd
<i>Discussed on the format to email group meeting minutes to have uploaded on to the website.</i>			Petros Mavridis
<i>Email Luke with the URL to our website that includes our individual diaries before 7:00pm on the 17-04-2015.</i>			Ben Waters
4. Action Items			
Action	Responsible	Due Date	
Finalize individual diaries.	All team members	17-04-2015	
Add content to website.	Nicholas Judd	Ongoing	
Collate group meeting minutes.	Petros Mavridis	17-04-2015	
Finalize presentation	Ben Waters	17-04-2015	
Practice presentation	Ben Waters/Jim Gollop	17-04-2015	
5. Next Meeting			
Date:	24-04-2015	Time:	10:30am
Location:	Building 3		
Objective(s):	To be determined		