CS22120 Project: Group Project 09

Meeting: Weekly Project Meeting

Persons present: mab152, kab71, kmn2, dkc2, mai17 and Project Manager

Absence: izk, tak16, soj11

Place and date of meeting : Discord Server, remote meeting, 20.03.2020 10 am

Circulation list: All project members, plus Project Manager

Author: mab152

Date of minuets: 20 March 2020

Version: 0.1

Matters arising

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1. Discuss the possible ways of remote work to complete the tasks before Integration week. Use Discord often, Project Leader must collect phone numbers from all project member if necessary.
2. Discuss how to monitor the action of the project. Include the remote tools like Trello.

ACTION: All project members

New business

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1. Maintain your Gitlab repository as advised in the requirements of QA.08 standards.

ACTION: soj11, mab152

1. Control the workflow of the project through remote tools – Trello should be updated frequently.

ACTION: mab152

1. Continue work on Gantt Chart - make it more applicable for the project we have.

ACTION: mab152

1. Continue spike work required to finish Test Specification document as advised on GitLab issues. Complete it before next meeting.

ACTION: kab71, mai17, izk

1. Continue spike work required to finish User Interface Specification document as advised on GitLab issues. Complete it before next meeting.
2. ACTION: mab152, tak16
3. Reminder: Remote work is still work and it also must meet deadlines if they are in place.

ACTION: All project members

AOB

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None.

Minutes by mab152, 20/3/20.