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Unofficial Minutes of Meeting 2

Project: Monster Mash - Group Project 06

Meeting: Second Unofficial Meeting.

Attendees: All project members present except Chris Arom (Wedding), Samuel Mills (Had to rush home), Aiman Arafat (Throat Infection), Felix Farquharson (unknown).

Place and date of meeting: Delphinium, Thursday 18th October 2012.

Circulation list: Facebook Group. (All Members)

Author: Amy Rebecca James

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In Tuesday's meeting Nigel talked to us about the 6 tasks to be completed by Monday 29th October 2012. He also mentioned that the first version of these tasks should be completed by mid next week so that the project manager and the QA manager have time to organise review meetings and all documents follow the review specification. In today's meeting we looked at the six tasks and decided who would be best suited to which one.

The following tasks are to be completed by our next official meeting on Tuesday 23rd October 2012. Ben Brooks and James Slater will be organising review times and location and informing the relevant group members throughout the week, Wednesday 24th October was mentioned if there's a problem let them know.

For points 5 and 6 we were unsure of the content so Dan emailed Nigel Hardy and has posted his response on the Facebook wall so if those points are relevant to you check it out.

The following are the tasks and who has been assigned to each one:

Task 1

Introduction: structure as specified in QA document SE.QA.03.

Assigned to: Samuel Mills

The group members present at this meeting weren't sure of what this meant to you may want to email Nigel Hardy (nwh) for some clarification.

After a group discussion, the Project Leader role was given to James Slater and deputy leader given to Chris Arom. Next meeting on Tuesday 16th November at 1pm in Room 502 (Physics Block)

Task 2

Overview of proposed system: including (as appropriate) choice of platform, high-level architecture and description of target users.

Assigned to: Felix Farquharson

As Dan McGuckin is completing Task 3 (use-case diagram) we agreed that Felix and Dan are going to need to communicate with each other throughout the week so that Dan knows what target user Felix has decided on etc.

Task 3

Use-cases: this section should detail how actors (users, administrators, other systems etc.) are expected to

interact with the system. This will usually include use-case diagrams (e.g. in UML) with a description of the interactions in plain English and a number of example usage scenarios.

Assigned to: Dan McGuckin

Once again Dan will need to communicate with Felix.

Task 4

User interface design: drawings and diagrams of the intended appearance of the user interface together with a description of the effects of interactions with the user interface elements by the user (e.g. Clicking on the OK button will cause the file to be deleted or Clicking and dragging with the mouse on the main panel will cause it to scroll in the dragged direction).

Assigned to: Chris Arom and Aiman Arafat (Ben Brooks said he would also lend a hand).

As both Chris and Aiman had expressed an interest in the GUI and it's quite a large task we thought it would be beneficial time wise to have them both working on it.

Task 5

Gantt chart: the Gantt chart describes the main tasks to be achieved, when each task will start and end, which individual or team will carry out each task and the dependencies between different tasks.

Assigned to: James Slater

When looking at this task we agreed that it would be useful to look at the project timetable to highlight key tasks, deadlines and milestones in the projects.

Task 6

Risk analysis: highlight any parts of the plan which could prove problematic and how the impact of these problems can be mitigated.

Assigned to: Amy James

We discussed different risks that may occur and also if anyone has any suggestions to post on Group page or email Amy (arj18).

To conclude the meeting we thought it would be a good idea if when completing these tasks everyone had a look over the review guidelines so there would be less work for everyone between the reviews and the deadline. The review standards document can be found on BlackBoard. Go to Content, Group Project and the Review Standards.

James Slater would like everyone to bring their completed task to the Group Meeting on Tuesday. New Business
None

AOB

None