11th October 2012 14:10 C55

(First meeting of group 12)

Version 1.1

Members Present:

Lynda Thomas (acting – project manager) (ltt)

Sindre Simistad (sis13)

James Upshall (jau1)

Pavel Lode (pal11)

Stanislaw Klimaszewski (sjk4)

Llion Vaughan (lwv)

Yarrow Paddon-Butler (yap)

Filip Zojac (fiz)

Absent: Dan Hopkins (dah27)

Minutes taken by Yarrow [subsequent formalised by James]

|  |  |  |
| --- | --- | --- |
| I | Time of subsequent meetings discussed | Meeting on Tuesday 5pm confirmed. [this has later become unfeasible] |
| II | Aspect of task discussed and members proposed themselves based on past experiences. | Management: Yarrow, James, Llion  Technology: Stanislaw, Sindre, James, Yarrow  Quality Assurance: Pavel, Llion, Sindre  Coding: Llion, Stanislaw, Sindre, James, Filip  Documentation: Sindre, Pavel, Yarrow |
| III | Positions in group discussed of:  Project Leader and deputy  Quality Assurance manager and deputy  Lead Designer  Chief Tester | It was decided that the decision as to who would take up each role take place at the next meeting (method undecided) |
| IV | Version control systems discussed, Yarrow and Sindre express interest in this task | Yarrow and Sindre will collaborate on the setting up of the group’s version control system |