18th October 2012 14:10 C55 Weekly Project Meeting

Version: 1.1

Members Present:

Rhys Parry [Project Manager] (rrp)

Llion Vaughan [Project Leader] (lwv)

Yarrow Paddon-Butler [Deputy-Project Leader] (yap)

James Upshall [QA] (jau1)

Pavel Lode (pal11)

Stanislaw Klimaszewski (sjk4)

Filip Zojac (fiz)

Dan Hopkins (dah27)

Sindre Simistad (sis13)

Minutes Taken by James

-Minutes of previous meeting accepted as accurate

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| I | Rhys led the group in discussion of the roles of members and the content of the first deliverable, especially the design of the HCI elements of the project. | A presentation of the HCI will take place at the next weekly meeting on the 25th of October. |
| II | The need to remove assumptions from specification document and to gather the required knowledge from it is expounded. | James(QA) will ‘locate’ this document and with Llion(PL) extract what should be included in the 1st Deliverable. |
| III | The position of standards officer is discussed including the tasks and importance. | Due to common consensus and no opposition Sindre is appointed Standards Officer. |
| IV | The presentation of the HCI at the next meeting is discussed and the time allocation that would be required to complete it. | It is agreed there will be an additional group meeting on Friday to begin work on the HCI designs and accompanying presentation. |
| V | Sindre reports on the progress of the version control system | Group members must create an account on Git |
| VI | Filip reports on ways in which additional ways of communication could be used between members in our group. A forum is favoured due to the way past posts are stored and ease of use. | Filip will create a forum to use as a means of communication. |