30th October 14:10 C55 Group Meeting

Version: 1.1

Members Present

Llion Vaughan [Project Leader] (lwv)

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

James Upshall [QA] (jau1)

Pavel Lode (pal11)

Stanislaw Klimaszewski (sjk4)

Filip Zojac [Standards Officer] (fiz)

Dan Hopkins (dah27)

Sindre Simistad [Standards Officer] (sis13)

Minutes taken by James

It is noted that Filip’s has been spelled incorrectly on previous minutes, this mistake has now been changed

Minutes from last meeting approved

Matters Arising

1. The First draft of the project plan is presented by James and the missing elements are discussed, namely the Gantt Chart is missing, some parts of the overview are missing, there are some issues with the formatting of the use-case, the descriptions of the UI is missing, the Risk analysis table requires finishing, and a few other minor documentation details.   
   A second draft will be produced on Wednesday with the final alterations then being made Wednesday evening before an hand in on Thursday

ACTION: lwv, yap, pal11, jau1

1. The time for the standards meeting is noted and that Sindre will attend on our group’s behalf on Wednesday.

ACTION: sis13

New Business

1. The need for the use of time sheets arises and as the project leader it seems that Llion should manage this and will produce the necessary documents or tables to begin use of the timesheets by our Thursday meeting.

ACTION: lwv

1. The need for our documents to be distributed through our Git repository is noted and as QA it is deemed James’ responsibility to upload the versions of our documentation

ACTION: jau1