

# Reserve Plant Species Recording (RPSR)

Weekly Project Review with Neal Snooke – 0.32 Seminar Room, IBERS

Group Project 05 - Meeting Held at **11<sup>th</sup> November 2014 12:00PM**

**Attendees:** Neal Snooke (nns), Michael Higginbottom (mih39), Alex Bull (arb15), Himalya Singh (his1), Kaloyan Cholakov (kic5), Niall Bunting (nib28), Luke Bailey (lub29),

**Absentees:** Cai Rhys Jones (rj10), Luke Hayward (luh17), Joshua Hallam (joh50), William Shelver (was4), Katarzyna Turczynska (kat29) (Assumed working on assignments)

**Minutes Circulated to:** Neal Snooke (nns), Luke Hayward (luh17), Luke Bailey (lub29), Niall Bunting (nib28), Kaloyan Cholakov (kic5), Joshua Hallam (joh50), William Shelver (was4), Michael Higginbottom (mih39), Himalya Singh (his1), Katarzyna Turczynska (kat29), Alex Bull (arb15), Cai Rhys Jones (crj10).

## WEEKLY PROJECT MEETING

### 1 MATTERS ARISING

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The test spec has been handed in today. The next deliverable is the Design Spec, and we have 3 weeks to complete it. The next meeting will have more details about it.

### 2 NEW BUSINESS

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Time was spent during the meeting to double check the deliverable and ensure it was ready for submitting. Additionally, the meeting time was to be spent on allocating roles. But due to the lack of attendance, allocating of roles has been postponed until a meeting where the whole group is present.

### 3 ACTIONS

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#### 3.1 EVERYONE

N/A

#### 3.2 INDIVIDUAL

N/A

### 4 ALL OTHER BUSINESS

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I believe the majority of people had important assignment deadlines that day, and as a result, were unable to attend.

Created by *Michael Higginbottom* on the **11<sup>th</sup> November 2014** for meeting at **11<sup>th</sup> November 2014 12:00PM**