Reserve Plant Species Recording (RPSR)

Weekly Project Review without Neal Snooke – Rosser Lounge
Group Project 05 - Meeting Held at **15th October 2014 13:00PM**

Attendees: 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**), Cai Rhys Jones (**crj10**), Alex Bull (**arb15**).

Absentees: Katarzyna Turczynska (**kat29**).

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

Seeing as though it has been one night since the last meeting, not much has been done. However, Alex has created a portfolio to show to the group and also provided some great colour schemes for the project. There has been affirmations within the group to devise the backend, the app, and the website. Questions also got answered in regards to the specification to clear it up around the board. Everyone has also by now, gotten their WordPress (or associated blogging software) prepared, and can now log their times and progress.

2   NEW BUSINESS

In today's meeting, a lot of time was spent conforming and ensuring everybody was on the same page in regards to what is expected of us for the group project.

2.1   USE-CASE DIAGRAM

A Use-Case was partially created during the meeting to aid in the design process. It is subject to change over the next few weeks however a draft has been created. I am going to revise the diagram and create it formally and properly.

2.2   GANNT TIME PLAN

There was talk about possibly creating a Gannt Time plan, however it was agreed on by the group that we should do this within the last few days before the delivery date, so we have the best idea of exactly how long each process would take.

2.3   IN-DEPTH SPEC RUN THROUGH

Within the meeting, the majority of the time was spent to make sure the spec was understood FULLY. There are questions that we must ask Neal when we next see him in order to progress in those parts of the project, where the specification is a little vague.

3 ACTIONS

3.1 EVERYONE

Make sure everyone is updating their blogging software and logging the time they put in. These times need to be double checked with Luke, the project leader, as specified in the spec.

3.2 INDIVIDUAL

- **Designers:** Now that Alex has presented his colour scheme (Facebook Chat), it's time to begin a GUI sketch up, whenever a chance appears, get some sketches and diagrams, we'd love to see them next meeting.
- **Mike:** Myself, I will finish up the Use-Case diagram and provide descriptions and finish it properly.
- **Programmers:** As you know, Will has already attempted to utilize the Camera functionality, can we build upon this and have some ideas/prototype code to show next week maybe?
- **Web:** Now that we all have a good idea what we need to do, same for Web as the Programmers/Designers. Come up with a more final plan on how the website will look, some sample code etc. and then present some ideas next week with Neal.

4 ALL OTHER BUSINESS

Now the group project is really moving forward! The next "out-of-hours" meeting is again set for next Wednesday at 13:00PM. Be sure not to miss it! We have had no word from Katie, we can assume she was busy and sadly couldn't make it!

Created by *Michael Higginbottom* on the **15th October 2014** for meeting at **15th October 2014 13:00PM**