

Reserve Plant Species Recording (RPSR)

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

Group Project 05 - Meeting Held at **25th November 2014 13:00PM**

Attendees: Neal Snooke (**nns**), Luke Bailey (**lub29**), Niall Bunting (**nib28**), Joshua Hallam (**joh50**), Michael Higginbottom (**mih39**), Alex Bull (**arb15**), Himalya Singh (**his1**),

Absentees: Kaloyan Cholakov (**kic5**), Katarzyna Turczynska (**kat29**), Cai Rhys Jones (**crj10**), William Shelver (**was4**), Luke Hayward (**luh17**).

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

Today's meeting was a realization about how little time we have left in order to complete the design specification in time for the deadline. Everybody has actions to complete in preparation for the formulation of the final document.

2 NEW BUSINESS

I have decided to use Google Docs (which everybody will have access to) and put up a template online. This template will have the structure of the final document, whilst having placeholders in each relevant section for who will be working on what part. Doing it this way, will allow anyone to come online and see what has been done since their last log on, and will also allow other people to review each other's pieces of work and provide real-time feedback. The leaders will also be able to see what progress is being made and by who.

3 ACTIONS

3.1 EVERYONE

Continue actions/work from last week's meeting.

3.2 INDIVIDUAL

Mike: Set up google doc template document

4 ALL OTHER BUSINESS

Many people were absent today, due to the fact that right now is a very busy period of time in terms of assignments and making sure everything is completed by their respectful deadlines. Let's make sure the group project doesn't get forgotten about!

Created by *Michael Higginbottom* on the **25th November 2014** for meeting at **25th November 2014 13:00PM**