

Reserve Plant Species Recording (RPSR)

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

Group Project 05 - Meeting Held at **14th 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**) (Held up in work – Apologies).

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

In regard to last week's meeting, we went over who was good at what to try and allocate roles appropriately. Now that Cai and Alex are present, our role allocating can be finished. By now, we have also gathered everyone together on Facebook and everyone is also present on GitHub. WordPress accounts are yet to be done which should be ready by tomorrow afternoon. As for the location and time of meetings (Without Neal), we have selected the time slot of 13:10PM on Wednesday and the location to be Rosser Lounge.

2 NEW BUSINESS

2.1 POSITIONS AND ROLES

We discussed last meeting about allocating roles. Today, we allocated:

- **Luke Hayward:** Project Leader
- **William Shelver:** Deputy Project Leader
- **Michael Higginbottom:** QA Manager
- **Cai Rhys Jones:** Deputy QA Manager

The remainder of the roles to be filled (System Architect, Programmers, Designers, Testing etc.) will be devised tomorrow, however everyone has an idea of what role they will fill.

2.2 OUT-OF-TIMETABLE MEETINGS

Now that the Project has begun, Luke has allocated **WEDNESDAY 13:10PM** as our "out-of-timetable" meeting. If we could have everyone there, that would be ideal.

2.3 PLANNING

Neal raised an idea that we should try a *block-by-block* style of planning. This means that we shall start from the highest level, and work our way down. For example: Android App, Server, and Website (being the top level), and the next level down would be what technologies we would use.

2.4 SCHEDULE

The dates for deliverables are as follows:

- **Project Plan:** 27th October 2014 (less than 2 weeks!)
- **Test Specification:** 10th November 2014
- **Design Specification:** 1st December 2014
- **Prototype Demo:** 8th December 2014

3 ACTIONS

3.1 EVERYONE

By the meeting tomorrow, at 13:10PM, we have all agreed that we will all read over the specification and try to begin our project plan in preparations for our meeting. If everyone could also all have a think and try to come up with ideas, which will give us things to discuss tomorrow. Additionally, WordPress needs to be set up accordingly.

3.2 INDIVIDUAL

- **Cai:** Read/Skim through the Quality Assurance Documents
- **Designers:** Present ideas, colour schemes, house styles for Wednesday.
- **Programmers:** Derive some UML diagrams, Technologies, Use-Case diagrams for Next Week.
- **Web:** What technologies will you use? HTML, CSS, JavaScript, PHP, SQL etc.

4 ALL OTHER BUSINESS

There is no other business that needs attention from this meeting that hasn't already been specified.

Finally, I'd like to Welcome Cai and Alex to the group!