

# Reserve Plant Species Recording (RPSR)

Weekly Project Review without Neal Snooke – 0.31 Seminar Room, IBERS

Group Project 05 - Meeting Held at **27th November 2014 13:00PM**

**Attendees:** Neal Snooke (**nns**), Luke Hayward (**luh17**), Niall Bunting (**nib28**), Joshua Hallam (**joh50**), Michael Higginbottom (**mih39**), Alex Bull (**arb15**), Himalya Singh (**his1**), Kaloyan Cholakov (**kic5**).

**Absentees:** Katarzyna Turczynska (**kat29**), Cai Rhys Jones (**crj10**), William Shelver (**was4**), Luke Bailey (**lub29**),

**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

---

This is going to be the last meeting we have before all work needs to be completed for the Design Spec. Everyone now knows exactly what needs to be done and are focusing on completing it. The Google Doc is in full swing and is being modified daily. On the 1<sup>st</sup> of November, I (Michael Higginbottom), will format it accordingly and bring it to the meeting with Neal Tomorrow.

### 2 NEW BUSINESS

---

Everyone is well aware of what needs to be done. The only new business is that a few objectives have been streamlined and allocations have changed, albeit very little.

### 3 ACTIONS

---

#### 3.1 EVERYONE

Continue actions/work from last week's meeting.

#### 3.2 INDIVIDUAL

N/A

### 4 ALL OTHER BUSINESS

---

There is no other business during this meeting. With their being such little time until the next deadline, everyone should rather leave issues and discrepancies until after the deadline. 100% focus towards the design spec please!