

# Reserve Plant Species Recording (RPSR)

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

Group Project 05 - Meeting Held at **21<sup>th</sup> 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**), Cai Rhys Jones (**crj10**), Alex Bull (**arb15**), Katarzyna Turczynska (**kat29**).

**Absentees:** Himalya Singh (**his1**) (Organized absence – has given prior notice)

**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 Use-Case diagram has now been drafted, however, a few changes need to be made after some of the points that were raised and discussed in today's meeting.

Last week we discussed the Gantt Time plan, Luke Hayward has agreed to produce the document by the end of the working week.

Everybody's blogging software has now been created, all that needs doing now is for the links to be sent to the project leader so that he has access to them.

### 2 NEW BUSINESS

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#### 2.1 FIRST DELIVERABLE – PROJECT PLAN

The deadline for the project plan is approaching fast. We are now just 6 days away from the first deliverable date.

##### 2.1.1 Cover Page + Contents

I have already constructed this part of the document

##### 2.1.2 Introduction

Katie has agreed to complete the introduction part of the document by Friday, 24<sup>th</sup> October

##### 2.1.3 Overview

Joshua and Luke have both agreed to work as a pair to complete the overview part by Saturday, 25<sup>th</sup> October

##### 2.1.4 Use-Case

This document needs a little finalizing, but can be deemed as complete as the changes are minor.

##### 2.1.5 UX Design

William and Alex will be working together to create the Android app user Interface design, with the deadline of Saturday, 25<sup>th</sup> October AND Cai and Alex will be working together to create the Website user interface design, also with the deadline of Saturday, 25<sup>th</sup> October

### 2.1.6 Gantt Chart

Luke has begun creating this part of the document, and will have it completed by Saturday, 25<sup>th</sup> October

### 2.1.7 Risk Analysis

Niall and Kal will be working together here to produce a Risk Analysis, which should be completed and sent by Friday, 24<sup>th</sup> October.

### 2.1.8 References + Document History

I have already constructed this part of the document.

We do not have to worry about formatting too much, as long as it is distinctly obvious whether text is body text, or a heading etc. I will be able to format it accordingly with the rest of the document.

## 3 ACTIONS

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### 3.1 INDIVIDUAL

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|---|--|
| • <b>Katie:</b> Introduction part of the Project Plan               | DEADLINE: Fri 24 <sup>th</sup> October |
| • <b>Joshua + Luke B:</b> Overview part of the Project Plan         | DEADLINE: Sat 25 <sup>th</sup> October |
| • <b>Mike:</b> Finalize Use-Case diagram, create Final Project Plan | DEADLINE: Sun 26 <sup>th</sup> October |
| • <b>Will + Cai + Alex:</b> User Interface Design (App & Website)   | DEADLINE: Sat 25 <sup>th</sup> October |
| • <b>Luke H:</b> Construct Gantt Time Plan                          | DEADLINE: Sat 25 <sup>th</sup> October |
| • <b>Niall + Kal:</b> Produce Risk Analysis                         | DEADLINE: Fri 24 <sup>th</sup> October |

## 4 ALL OTHER BUSINESS

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The group apologizes to Katie for forgetting about her work on Wednesdays. Another day will have to be selected to hold the 'out-of-hours' meetings. Luke will get in contact after reviewing timetables to see when the best time to have the meeting is.