

# Reserve Plant Species Recording (RPSR)

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

Group Project 05 - Meeting Held at 7<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**), Himalya Singh (**his1**), Katarzyna Turczynska (**kat29**).

**Absentees:** Toby Norman (**ton5**), Cai Rhys Jones (**crj10**).

**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**), Toby Norman (**ton5**), Cai Rhys Jones (**crj10**).

## WEEKLY PROJECT MEETING

### 1 MATTERS ARISING

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As this is our first meeting, there has been no prior business that has needed tending to. In the next meeting, this section will be filled with all the actions/jobs that were agreed on in the previous meeting (this meeting), with details on what has been progressed on.

### 2 NEW BUSINESS

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#### 2.1 POSITIONS AND ROLES

There are positions to be filled! The next week will be focused on the Attendees organising amongst themselves which position suits them best. The details I have are as follows:

- **Himalya: “Jack-of-all-Trades”** – It is good to have someone on board with a willingness to have a go at anything and everything. Some position overlapping may be taking place, so this helps a lot.
- **Niall: “Good With Programming”**
- **Josh: “Good With Programming”**
- **William: “Good With Programming”** – Worked with android and Github before, maybe the “go-to” guy for programming support.
- **Katie: “Designer”** – I remember you said something about working with computer graphics, which would be a great help if those skills could be utilized!
- **Luke B: “Designer”**
- **Luke H: “Managerial Position”** – shown a strong focus towards this role, we will wait until all attendees are present and cast a vote.
- **Kal: “Web Programming”**

As shown, we have a comfortable variety of abilities and roles. We will await our two absentees (Cai and Toby) and discover their abilities, then we may continue with allocations.

#### 2.2 CORRESPONDENCE

We have agreed upon using Facebook chat & E-mail as our correspondence mediums. Facebook chat will be a more informal, quick instant messaging service, and E-mail will be focused more towards a formal and high importance measure of communication.

## 2.3 GITHUB

William Shelver has agreed to construct our GitHub Repository, and will collect usernames and details necessary in order to set that up. He has agreed to have it completed by today.

## 2.4 LOCATIONS FOR MEETINGS

There has been discussion on where we should go to for our meetings, the concourse has new tables and computers in it, as an idea. We will discuss this further maybe over Facebook chat or via E-mail.

## 2.5 WORDPRESS

Neal has suggested we use WordPress accounts in order to separate our progression. This would make it easier for Neal (and the rest of us) to keep tab on who is working on what, we will get these set up throughout the week.

# 3 ACTIONS

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## 3.1 EVERYONE

As our first actions, we will need to:

- Read over the project specification,
- Set up WordPress accounts,
- Get connected through social networking,
- Set up GitHub repository.

## 3.2 INDIVIDUAL

No other work as of yet to do individually, however I will construct the necessary meeting minutes.

# 4 ALL OTHER BUSINESS

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## 4.1 ABSENTEES

As for all other business, we are awaiting apologies or reasons as to why our two absentees were not present in today's meeting. However, I am sure there is a valid excuse. Regardless, I have e-mailed them the minutes too so they can get straight back up to date and back on track with the rest of us.

## 4.2 PROGRESS

As we have all begun the group project now, I think it is necessary if we all have an in-depth read through the specification and start to really understand what is being asked of us. Once we are all prepared and aware of what we have to do, we will be much better prepared for allocating roles and beginning our design!

**I would just like to say also, it was great to meet you all, and looking forward to working with you in the future!**

Created by *Michael Higginbottom* on the **7<sup>th</sup> October 2014** for meeting at **7<sup>th</sup> October 2014 13:00PM**