

Reserve Plant Species Recording (RPSR)

Weekly Project Review without Neal Snooke – 0.30 Seminar Room, IBERS

Group Project 05 - Meeting Held at **17th November 2014 3:00PM**

Attendees: Neal Snooke (**nns**), Luke Hayward (**luh17**), Luke Bailey (**lub29**), Niall Bunting (**nib28**), William Shelver (**was4**), Michael Higginbottom (**mih39**), Alex Bull (**arb15**), Katarzyna Turczynska (**kat29**), Kaloyan Cholakov (**kic5**).

Absentees: Niall Bunting (**nib28**), Joshua Hallam (**joh50**), Cai Rhys Jones (**crj10**), Himalya Singh (**his1**).

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 meeting was planned to be the allocating of roles, in preparations for the Design Spec. The roles are going to be properly allocated in the meeting with Neal Snooke, taking place on the *18th November 2014* at *13:00PM*.

2 NEW BUSINESS

Everyone should look over the design spec ready for tomorrow. This is going to be a large piece of work that may take some time to complete!

It is important that everybody's time sheets start to even out. There are some members who have only a few hours, and some who have a considerably large amount of hours. There has been leniency on this, because it is not compulsory, but it is your mark which will suffer if you don't put yourself forward to get your hours!

3 ACTIONS

3.1 EVERYONE

Look over the Design Spec and familiarize yourself with it, ready for tomorrow's meeting where roles will be allocated and formulation of the document begins.

3.2 INDIVIDUAL

N/A

4 ALL OTHER BUSINESS

There is no other business that needs tending to. Received no notice in regards to the absentees.

Created by *Michael Higginbottom* on the **17th November 2014** for meeting at **17th November 2014 3:00PM**