

# Reserve Plant Species Recording (RPSR)

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

Group Project 05 - Meeting Held at **18th November 2014 1:00PM**

**Attendees:** Neal Snooke (**nns**), Luke Hayward (**luh17**), Luke Bailey (**lub29**), Niall Bunting (**nib28**), Joshua Hallam (**joh50**), William Shelver (**was4**), Michael Higginbottom (**mih39**), Cai Rhys Jones (**crj10**), Alex Bull (**arb15**), Katarzyna Turczynska (**kat29**), Himalya Singh (**his1**), Kaloyan Cholakov (**kic5**).

**Absentees:** Michael Higginbottom (**mih39**) (Apologies due to illness)

**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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Design Specification due in 1<sup>st</sup> December

### 2 NEW BUSINESS

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#### Allocation of Roles

Lead Web Programmer – Niall Bunting (**nib28**)

Web Programmers- Himalya Singh (**his1**) Michael Higginbottom (**mih39**), Kaloyan Cholakov (**kic5**)

Lead App Programmer - William Shelver (**was4**)

App Programmers - Cai Jones (**crj10**), Joshua Hallam (**joh50**), Luke Hayward (**luh17**)

Lead Designer -Alex Bull (**arb15**)

Designers- Katarzyna Turczynska (**kat29**), Luke Bailey(**lub29**)

#### Design Specification

Roles to be allocated at the weekly meeting this thursday

### 3 ACTIONS

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#### 3.1 EVERYONE

Go through everyone's individual parts of Project Plan and update version history - Ongoing.

Up to date blogs by Thursday

Get an understanding of the design specification by Thursday.

#### 3.2 INDIVIDUAL

## 4 ALL OTHER BUSINESS

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Created by *Cai Rhys Jones* on the **18<sup>th</sup> November 2014** for meeting at **18<sup>th</sup> November 2014 1:00PM**