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| 07/12/2018 |

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| Meeting Notes |

# Attending

Oscar Gilley

Joe Lowthian

James O’Connor

Imran Mohammed

Ethan Goodchild

Will comber

Titas Alvikas

Edward Philips

Joe Lawrence

## Announcements

* Discuss and finalize peer review.
* Allocate roles for creation of specification document prototype.
* Discuss measurable success criteria as a group.

## Discussion

* To begin with, the team created the contribution for the peer review. Prior to the meeting, each team member was tasked with what they thought each team member contributed in terms of out of 100. During the meeting, each team member put forward their scores and they were averaged out. Fortunately for the team, every team member agreed for all members to get equal contribution. This provided an opportunity to those who opposed the final peer review contribution matrix to give their input.
* The second agenda of the meeting was to discuss the measurable success criteria. As a group, the team came up with three different measures. These were high, medium and low priority. High priority was set to critical criteria which are essential to the application. Medium priority was set to features which were not essential but would still benefit the core application. Low priority was set to none core functions such as the three-dimensional floor plan.
* The final section of the meeting was to allocate sections of the specification document and ensure all team members knew what to produce before the prototype deadline of the 12th December. Not all sections can be completed in full as of now, which resulted in the team deciding if a team member has completed their section early, they would be able to help those with longer sections.

## Roundtable

Overall the team meeting was required to go over the peer review. This was to ensure all team members agreed and participated when creating the peer review document. The rest of the meeting was dedicated toward the specification document. Creating the measurable success criteria as a team well as members coming forward to request for specific sections to create within the specification document.