

SwEng Group 2 Meeting 10 | Minutes

Meeting date | time 28/11/19 | 13:00 | Meeting location Library LMO 124

Meeting called by

James Gardner

Type of meeting

QA Discussion

Facilitator

James Gardner

Note taker

Oliver Clarke

Attendees

James Gardner (jadg502) Elec Eng

Oliver Clarke (odjc500) Mus Tech

Oliver Still (os705) Mus Tech

AGENDA TOPICS

Time allotted | 25 | Agenda Topic QA Manual | Presenter James Gardner

Discussion: The way we manage the project is assessed against our project management plan detailed in our QA Manual. Any form of project management ideas that we will follow needs to be detailed out in the QAM. A number of different headers have been created and everyone needs to either choose a few to complete by reading that section of the Art of Agile book as referenced or looking online at how it is done elsewhere. If anyone feels that there is some other heading/management idea that they will follow, add this.. for example there isn't a section on how we will design good user interfaces and this could be added.

Conclusion: A message will be sent to the rest of the group updating them on this meeting and giving them a task to do and some information.

#	Action items	Person responsible	Deadline
1	Contact team and update them on new actions from this meeting.	James Gardner	28/11
2	Complete project management methodology	All Team	2/12
3	Risk management section of methodology	Oliver Clarke	2/12

Extra Notes:

#	Action items	Person responsible	Deadline
4	Project management platform	Oliver Still	2/12
5	Book room for group work on QA Manual	James Gardner	28/11