Cs22120

Meeting Date: 21/10/14

Meeting Location: CIS room

Recorded By: Kieran Stone

1. Welcome
2. Attendance  
     
   All
3. Previous Actions  
     
   Everyone to speak to people they know doing rural and environmental searches Carried over  
   Everyone to think of different risks associated with the group project Carried over
4. Task Progress  
     
   Bill has completed the gant chart  
     
   Some of the dates at the end are still to be announced  
     
   But this can be edited at a later date  
     
     
     
   Almost complete overview of proposed system  
     
   Need to collaborate with design people to see what other sections need to be included to make the document more cohesive and complete  
     
      
     
   Jordan has half a flow chart and isn’t too far away from completion working closely with dan  
   Designing is going well  
     
    Web  
   Thomas is completing use case diagram  
     
   Ben is focusing more on the design which is also progressing well  
     
   Both designs to be considered in meeting between designers tomorrow
5. Risk Analysis  
     
   Bill has created a group chat for the risks  
     
   Brainstorming to be completed   
     
   Hopefully all sections to be completed by Friday and then to be put together by Fredrik for the delivery on tuesday
6. Project plan amalgamation   
     
   Files to be received by Fredrik either by github fb, another distribution service  
     
   Provisional deadline of Friday  
     
     
   Monday meeting to ensure that everything is in place for delivery on Tuesday
7. Delivery   
     
   Submitted by blackboard by the project leader  
     
   so plan will need to be given to bill by the deadline
8. AOB  
     
   Jordan doesn’t believe that there are enough people helping on the android section of the project plan   
     
   People to be deployed to help: Bill, Fredrik and Kieran  
     
     
   Colour scheme for the design to be considered in meeting between designers tomorrow.  
     
     
   It would be a good idea to complete Market research and members of the group to consider their friends and get input from them

# Meeting End

# Meeting Schedule End: 18:00

Meeting Actual End: 17:47

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Creation of list of URLS for reflective journals | Kieran | ASAP |
| Neal Snooke to be added to github | Kieran | ASAP |
| Risks to be put on fb to give stoyan a headstart | Whole group | ASAP |
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# Decisions Made

# Next Meeting

TBD

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