Cs22120

Meeting Date: 23/10/14

Meeting Location: CIS room

Recorded By: Kieran Stone

1. Welcome
2. Attendance  
   Stoyan and tom missing
3. Previous Actions  
     
   Everyone to speak to people they know doing rural and environmental carry over  
   Everyone to think of different risks associated with the group project   
   Creation of list of URLS for reflective journals  
   Neal Snooke to be added to github  
   Risks to be put on fb to give stoyan a headstart
4. Task Progress  
     
    Fred still waiting to receive sections of the plan from other members  
     
   Both UI designs almost complete with sketches and computer designs  
     
   Colour scheme to be confirmed  
     
   Descriptions of the use case diagrams also need to be completed   
     
   Overview all sections complete just waiting for intermediate sections such as login and interface descriptions  
     
   Steven to post on the fb page about what he requires from the rest of the group
5. Risk Analysis  
     
   Team member absent  
   major illness or injury to a team member  
   The transmission of recordings to the database  
   Compatibility of code between different coders- keep to quality assurance standards  
   Connectivity issues – Storing some data locally as a backup  
   Lack of technical knowledge – (android , database)  
   Repository downtime  
   Repository failure  
   Human Error  
   Not sticking to the project timeline  
   Section of the implementation missing or incomplete  
   Adding of too many features  
   Misinterpretation requirements of specification  
   Client requirement change  
   Bugs avoided by consistent testing  
   User input not reflected on screen within given time  
     
     
     
   Bill to add reasons to why tasks will take a certain amount of time to his Gannt chart
6. AOB  
     
   Ben to make UI flow chart for web design  
     
   Persistent absence to be brought up on the agenda next week  
     
   Next meeting, 12 location to be confirmed  
     
   Bill to email Neal about submission and perhaps printed copy

# 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 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Decisions Made

# Next Meeting

TBD

T