Cs22120

Meeting Date: 28/10/14

Meeting Location: CIS room

Recorded By: Kieran Stone

1. Welcome
2. Attendance  
   Thomas Wood hopps absent
3. Circulation List  
   All Members  
   Project Leader
4. Matters Arising   
     
   **Fredrik to add Use Case Section of the project plan**   
   **Fredrik to submit Plan to Blackboard  
   Everyone to read Test specification, so that tasks can be assigned at the next meeting  
   People who have used reflective journal as their blog to find a way to share with Neal  
   Neal Snooke to be added to github NealSnooke  
   Kieran to Create of list of URLS for reflective journals  
   Kieran to change the minute template to suit Neal’s needs**
5. New Business
6. 1. Project Plan Delivery  
     
   Project plan still hasn’t been submitted- needs to be submitted tonight within the next few hours   
     
     
   **2. Team Member Absence**Team members to come to every meeting on Tuesdays and Thursdays to increase productivity of the group. Also helps keep team members in the loop  
     
    **3. Test Specification**  
     
   Tuesday the 11th meeting as normal with NealThursday the 13th Deadline for Test specification delivery  
   This information can be found on Blackboard
7. AOB  
     
     
   [Kis12@aber.ac.uk](mailto:Kis12@aber.ac.uk)  
   28/10/14

# Meeting End

# Meeting Schedule End: 18:00

Meeting Actual End: 17:47

# Post Meeting Action Items

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| **Action** | **Assigned To** | **Deadline** |
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# Decisions Made

# Next Meeting

TBD

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