Cs22120

Meeting Date: 7/10/14

Meeting Location: CIS Llandinam

Recorded By: Kieran Stone

# Agenda

1. Welcome
2. Previous Actions
3. Introductions   
     
   Neal Snooke client  
   + project manager  
     
   Chasing people up, plus if you have any questions about the module or / project  
     
     
    Daniel  
   best at documentation  
   Not good at testing  
   Average at everything else  
   Preference for java  
     
   Jordan  
   App dev on android  
   Not good at testing or documentation  
     
   Frederick  
    Okay on all levels  
     
   Steven  
   Preference for coding  
   Okay at testing not a fan of doc  
     
    John  
   Good at doc, alright coding, testing is really hit and miss  
     
   Bill  
     
   Reasonable at coding and doc  
   Really good tester  
     
   Lots of experience in management  
     
    Authoritative  
     
   Organizational skills  
     
   Ben  
     
   Not strongest coding, good designer , tester|  
     
     
   Kieran   
   Average coder  
   Prefers doc   
   But willing to give any role a try  
     
     
     
   Latec recommended for documentation|
4. Github  
     
   All of the code, minutes and doc needs to be reposited   
     
   I’ll create a github for the group  
     
      
   All of us to set up some kind of blog individual both for ideas and reflectiveness   
     
   Should be written in your spare time perhaps for ideas as well  
     
   Evidence of your work, helps the project manager seems what is going on.
5. Formal project meeting  
   Deadlines covered, general questions  
     
   Will want to have another meeting for internal affairs,  
     
   This meeting is usually reporting   
     
   What was discussed, outcomes, Actions, scope, attendance etc  
     
    Setting up of a fb group  
     
   nns@aber  
     
   Bill to set up fb group
6. Main roles that need to be assigned  
     
   Project leader  
     
   Deputy to serve if project manager is absent  
     
    QA manager  
     
   Deputy QA manager  
     
   Chief designer perhaps  
     
   Internal meeting to set up – time scale, specification, other docs, roles assigned,   
     
   Next week roles need to be assigned by  
     
   Dual purpose meeting get to grips with functional requirements and time scale  
     
    main implementation done after exams and Christmas  
     
   Suggested that a semi functional program is constructed prior to coding week  
     
    This semester no stones left unturned  
     
   All knowledge is complete just need to do the work  
     
     
     
   project plan required by the 27th of October including interaction design for the system  
     
   Nov 10th test spec for the final system  
     
    Dec 1st Design spec of final system  
     
   Dec 9th prototype demo 1  
     
   Submitted via blackboard  
     
    Coding week, then software is delivered at the end of the week   
     
    Acceptance testing the following week  
     
   the following week is document handover deadline  
     
    Two –people who didn’t turned up need to be chased up

# Meeting End

# Meeting Schedule End:

Meeting Actual End:

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Create the GitHub repository | Kieran | ASAP |
| Create the fb group | Bill | ASAP |
| Roles to be assigned to everyone | Group decision | ASAP |
| Creation or revival of blogs | Group | ASAP |
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# Decisions Made

# Next Meeting

TBD

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