Cs22120

Meeting Date: 4/11/14

Meeting Location: CIS room

Recorded By: Kieran Stone

1. Welcome
2. Attendance  
   All members
3. Circulation List  
   All members   
   Project leader
4. Matters Arising  
   **People who have used reflective journal as their blog to find a way to share with Neal ongoing People can invite Neal to your journal   
   Neal Snooke to be added to github NealSnooke  
   Kieran to Create of list of URLS for reflective journals ongoing  
   Kieran to change the minute template to suit Neal’s needs  
   Kieran to re add everyone to github**
5. Actions to be completed
6. New Business  
     
   1. Test Specification  
     
   People doing App- Jordan, bill , dan  
   Website and database ben, Thomas, John  
     
   List of tests to be compiled and given to Fredrik to put into one document. The more tests the better as we can always delete duplication.  
     
     
     
     
   2. Design Spec  
     
   Deadline: 2nd December  
     
   Neal raised the point we need to start thinking about this as it takes considerably longer than previous deliverys  
     
   We should start to complete more than one task at a time instead of looking at deliverys sequentially  
     
     
   Everyone to read the design specification for the next meeting.  
     
   Preparation work for the Prototype can also be completed in the meantime. During work week would probably be the best time.
7. AOB  
     
   Review of test specification to be completed next Monday, date to be confirmed.  
     
     
   [Kis12@aber.ac.uk](mailto:Kis12@aber.ac.uk)  
   4/11/14

# 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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