

16:00 - 17:00

Discord 9-11

Group management

- Discipline Procedure → Today JG
- Code of Conduct → ASAP JG
- Template → NS
- Email Template → NS
- Minutes final → JG

Group Discord - Miles → NS ✓
Everyone to review Diagrams

* Archive files with v1, v2 Timestamp

Absence

- Attendance Log Book
- Change of document Log Book ^{Reasons why}
- Minutes to be completed in ~~minutes~~ meeting
- → set tasks outlined clearly
- Log of tasks set out → TB discussed
- How to store emails to Miles → Log ^{when} ^{who sent}

Project Management - Planning POF [Lecture Slide]

- Acceptance test document / template
- Gantt Chart example in slides
- Roles of members ^{Project Manager}
 - Team Formation < Lead developer
- Progress reports to customer
- Risk analysis?