|  |  |  |
| --- | --- | --- |
| Group Name- Meeting minutes | | |
| Date: | 6/8/14 | |
| Start Time: | 12:00 | |
| Location: | WebEx | |
| Members: | All Present | |
| Agenda:   * Discuss what happened at Yang’s meeting * Share out initial tasks * Talk about the project and where we all see it going | | |
| Discussion:   * Discussed where we all see the project going * What we want out of the project * What work we need to do over the summer | | |
| Achievements:   * All have a clearer understanding of the project * Identified work that needs doing before uni starts | | |
| Actions:   * Gather list of requirements (All) * What is already out there, in terms of health management systems (Stephen/Rich) * Who should our target audience be and why? (Charlotte/Ben) * Understand what skills we need to acquire and begin to learn android programming, using the links that Yang sent would be a good start (All)   Outstanding before Uni   1. Project/Iteration Plan    1. Gantt Chart    2. Network Diagram    3. Use Cases 2. Project Risk Assessment 3. Feasibility Study 4. Identify baseline for our QA Document 5. Create a Standard Document Template 6. Think of a Name 7. Decide on Project Manager | | |
| End Time: | | 13:00 |
| Next Meeting Date: | | 3/9/14 |
| Next Meeting Location: | | London |
| Next Meeting Time: | | 10.30 |