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| Group Name- Meeting minutes | | |
| Date: | 23/9/14 | |
| Start Time: | 11:00 | |
| Location: | Library | |
| Members: | All present | |
| Agenda:   * Review work set from last meeting * Discuss and work on documentation * Asses beginning first iteration | | |
| Discussion:   * Git branches and master copy so we do not effect the original code until a branch is complete * Legal issues we face- DAP, Paitent confidality, NHS baseline * All work from last meeting needs to be in the same format * Issues on github need to be documented * Stakeholders grid- Doctors have high interest and low power? Family and friends both low. Patient and carer are the high and high for both as our primary stakeholders. * Need a questionnaire for patients and carers * Need to look into design- outline of project, logo etc | | |
| Achievements:   * Completed first version of the risk analysis * Up to date and discussed all documentation needed * All up to speed with github and how to use it | | |
| Actions:   * Ben- Design documentation and speak to sister from a pharmacy perspective * Steve- legal documentation, carry on feasibility study and network diagram * Rich- Issue tracking document and database design * Charlotte- Questionnaire and documentation, update previous work and meeting mins | | |
| End Time: | | 13.30 |
| Next Meeting Date: | | 29/9/14 |
| Next Meeting Location: | | Library |
| Next Meeting Time: | | 9.30 |