|  |  |  |
| --- | --- | --- |
| JustHealth- Meeting minutes | | |
| Date: | 30/9/14 | |
| Start Time: | 3.30pm | |
| Location: | Library | |
| Members: | All present | |
| Agenda:   * Talk over and review our meeting with Yang * Set everyone tasks going forward * Plan our gantt chart fully for each iteration | | |
| Discussion:   * Divided up each iteration on a high level and planned out the whole project to the week 18/19 * Divided up all the work that needs to be done in planning and documentation for general and iteration 1 * At the start of every meeting going forward we will review all previous work and check the tracking document is up to date | | |
| Actions:  Ben-   * ​Organise git hub- project plan folder and structure * QA document * Finish off design document (high level) ​​ * finish off purpose and objectives (explain target audience so Yang understands) * Coversheet template for all documentation * Turn logo to high resolution * Gather questionnaires   Rich-   * ​Tracking work done document * Database design (high level, we will go over mondays meeting) * Usecases iteration 1 * ER diagram (high level) * Conceptual DM, Physical DM, Logical DM (iteration 1) * Why agile doc * Gather questionnaires ​   Steve-   * ​Network Diagram * Finish legal doc * Requirements break down for each user * Test cases and Test plan (iteration 1) * Email Caroline * Gather questionnaires ​   Charlotte-   * ​Update Gantt chart and target audience work * Gather questionnaires ​and collaborate results * Meeting mins * Iteration 1 plan doc (collaborate all other work) * Role documentation * Password research * Feasibility study | | |
| End Time: | | 5.30pm |
| Next Meeting Date: | | Friday with Yang |
| Next Meeting Location: | | Yangs office |
| Next Meeting Time: | | 10am |