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| Group Name- Meeting minuets | | |
| Date: | 21st June | |
| Start Time: | 14:00 | |
| Location: | Yangs Office | |
| Members: | Steve, Charlotte (Ben and Rich in USA) | |
| Agenda:   * Discuss proposed project * Learn Requirements for over the summer | | | Yangs Office |
| Discussion:   * Use the agile methodologies where we welcome changes. The software is the main measure of the progress. 2 weeks iterations and pair programming. * Week 21- poster fair * Week 23- All group work hand in * Week 24- Individual reports * Each iteration- Outline what we want to achieve, what we have achieved, what we have learnt, what we would do differently. | | | Steve, Charlotte (Ben and Rich in USA) |
| Achievements:   * We have a basic outline of what the project requires * Understand what needs to be done over the summer | | |
| Actions:   * Gather a list of requirements- required, fancy, extra * Market research * Identify all documentation needed * What skills need to acquire * Risk analysis * Feasibility study * Baseline for our QA document * Create standard template * Think about initial project plan, gantt chart, network diagram and use cases | | |
| End Time: | | 14:00 |
| Next Meeting Date: | | 6/8/14 |
| Next Meeting Location: | | 6/8/14 |
| Next Meeting Time: | | 6/8/14 |