

Team Meeting

18/11/2019

10:00-11:00

SLB/103

Meeting called by: James Pearson (Project leader)

Type of meeting: General Meeting

Attendees: Entire Group 4

Please read: QA Manual Example

Minutes

Agenda item: Item #1 **Presenter:** James Pearson

Discussion:

Discuss chat project leader had with Stuart

Conclusions:

Application idea has the go ahead and group will proceed

Action items	Person responsible	Deadline
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✓

Agenda item: Item #2 **Presenter:** James Pearson

Discussion:

Discuss research to be conducted for the meeting

Conclusions:

Going ahead with using Firebase for the database

Action items	Person responsible	Deadline
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Agenda item: Item #3 **Presenter:** James Pearson

Discussion:

Discuss the QA manual and start to construct it for the following meeting

Conclusions:

Everyone will write their role for the QA manual

Action items	Person responsible	Deadline
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✓ Writing of the QA Manual	Entire Group	25/11/19
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Other Information

Observers:

Enter observers here.

Resources:

Enter resources here.

Special notes:

Enter any special notes here.