# Team Meeting

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**Meeting called by:**   James Pearson (Project leader)   **Type of meeting:**   General Meeting

**Attendees:**   Entire Group 4

## *Minutes*

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

**Discussion:**

Discuss the construction of the QA manual

**Conclusions:**

Everyone given a section for the Project management methodology part of the QA to write and be ready for feedback and any alterations in the next meeting on the 2/12/2019

| Action items | Person responsible | Deadline |
|---|---|---|
| ✓ Requirements and specification phase | Louis and J.Crawley | 2/12/29 |
| ✓ Design Phase | Joe | 2/12/29 |
| ✓ Implementation phase | Louis and J.Crawley | 2/12/29 |
| ✓ Testing and Integration Phase | Nathan | 2/12/29 |
| ✓ Quality Auditing Reviews | Becky | 2/12/29 |

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

**Discussion:**

Discuss creating user stories for the overall concept of the application

**Conclusions:**

Concentrating on QA manual. Everyone aware of starting stories for the overall application

| Action items | Person responsible | Deadline |
|---|---|---|

## *Other Information*

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**Observers:**

Enter observers here.

**Resources:**

Enter resources here.

**Special notes:**

Enter any special notes here.