

Team Meeting

201/2020

11:00-12:00

SLB/004

Meeting called by: James Pearson (Project leader)

Type of meeting: General Meeting

Attendees: Entire Group 4

Please read: Functional Specification

Minutes

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

Discussion:

Draft Functional Specification and Iterations

Conclusions:

Iterations ok but risks section slightly revised before submission.

Action items	Person responsible	Deadline
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✓

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

Discussion:

Scheduling User Story session

Conclusions:

Session sorted for Friday 24/1/20, 12pm-4pm.

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

Discussion:

Restructure of group and meetings going forward

Conclusions:

Splitting group into a development team and into an administration team. Development team to start on the User Stories and the administration team to update and complete all documentation.

Action items	Person responsible	Deadline
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✓ Setting up firebase and initial log in

Louis and Joe

✓ Starting UI design/implementation

James C and Nathan

✓ Update and Complete Functional Spec

James P, Becky and Jun

31/01/20

✓ Update and complete QA Manual

James P, Becky and Jun

3/02/20

✓

Other Information

Observers:

Enter observers here.

Resources:

Enter resources here.

Special notes:

Enter any special notes here.