

CS221 - Group Project 05: Minutes of Meetings

Version: 1.0

Meeting Details

Reason: Task Overview and Task Recap

Date: 23rd October 2012

Time: 13:00 - 13:55

Location: C55

Attendees: Ed, Chris, Ollie, Rich, Kit, Sam, Jacob, Ivan

Apologies: None

Minute Taker: Sam Morrison

Matters Arising

1. Chris went over his Gantt chart overview to make sure the group understands what is expected. It was said that each formal meeting, Chris will lead it with an overlook of the current progress of the ongoing tasks assigned and if somebody requires more time/more work required, they should mention it to Chris who can update the Gantt chart. Chris will send the new version of the Gantt chart out to each member so they can look.

Action: chs17

2. Ed and Sam should make sure each UI page layouts have been annotated (digitally) and distributed to the group. A border should be on the UI page layout.

Action: edd14, sjm16

3. Chris will scan the hand-drawn UI design's created by Sam and Ed and send them to Rhys and the group.

Action: chs17

New Business

1. As Kit has primary responsibility on testing, it was said that the programmers will produce tests as they go along making it easier to generate tests. When it comes to system testing, Kit will look at more possible test, especially JUnit testing.
2. When documents are required to be shared, the group should take note of different document types (for instance - Word/OpenOffice). Ed and Sam found this problem and saving the documents in different file types can resolve this issue.
3. Jacob mentioned about relying on other groups (for the interaction of other groups req.), if nothing is happening we will have to utilize our time on creating the UI. He then said he will try produce a draft (for 9 days from now (1st November 2012)) for the standards meetings that he will be attending with Rich.

Action: jas32

4. Jacob and Rich will be coding together and Rich would like a basic prototype of serialization to which he can use to understand and make sure he is on the same road as Jacob. This will be aimed to be done by Thursday.

Action: jas32

5. Ivan will continue reading up on GlassFish. He will come up with a basic interface for a page (such as the log in page) for Tuesday's meeting.

Action: ivc

6. As deliverables are needed to be finished soon, each member will write a paragraph or two about their tasks they had done/what they plan to do (i.e. how they plan on testing) for Thursday (Friday being the latest). All deliverables should be done/close to done by Thursday.

Action: all

7. After getting the write ups from each member, Chris and Rich will produce a project overview of the deliverables and send it to project manager Rhys before Monday

Action: rig6, chs17

Any Other Business

1. Chris and Rich have changed roles, and the group have accepted the decision.
Chris is now the Project Leader and Rich is the Deputy Project Leader.
2. Kit and Ollie will be away Wednesday 28th - Friday 30th November and therefore cannot make the Thursday and Friday meetings.
3. It was reminded by Rhys that anything formal that is mentioned in the meeting must be recorded in the meeting minutes.
4. Chris decided that after each task, Ollie and himself will go through along with the person who produced the task to make sure it is of high quality.

Document History

Version	Date	Changes made to document	Changed By
1	24 th October 2012	N/A	N/A