CS221 - Group Project 05: Minutes of Meetings

Version: 1.0

Meeting Details

Reason: Workload Management
Date: 26th October 2012
Time: 16:00 – 14:45
Location: Delphinium
Attendees: Ed, Chris, Ollie, Rich, Kit, Sam, Jacob
Apologies: Ivan
Minute Taker: Sam

Matters Arising

1. Rich will put together an overview that each member wrote earlier by Friday 26th October.

   Action: rig6

2. As Rich finishes the overview, Sam will go over it as QA Deputy. A table of contents, Introduction and any references people used will be added. This will be done on Friday 26th October

   Action: sjm16

3. Jacob will produce a draft for the server-server interaction for the standards meeting for Wednesday 31st October.

   Action: jas32

New Business

1. Workloads have been discussed and to make sure each member aims for the 80 hours of work required, roles have been switched. Ed has been moved to Deputy Project Leader, with Rich being one of the main coders.

2. Due to Ed's role being moved to Deputy Project Leader, he will take control of time sheets. A time sheet will be produced before the next meeting (30th October 2012) and updated weekly.

Any Other Business

No other business.

Document History

Version	Date	Changes made to document	Changed By
1	26th October 2012	N/A	N/A