

# CS221 - Group Project 05: Minutes of Meetings

Version: 1.2

## Meeting Details

**Reason:** Role Assignment / Meeting Arrangements

**Date:** 10<sup>th</sup> October 2012

**Time:** 14:00 - 14:40

**Location:** Computer Science Department Reception

**Attendees:** Rich Gray, Kit Farmer, Ollie Roe, Chris Savill, Ivan Cholakov, Ed Davies, Sam Morrison

**Apologies:** Jacob Smith (private circumstances)

**Minute Taker:** Sam Morrison

## Matters Arising

1. In order to get a grip of the project, additional group meetings (on top of the compulsory) have been arranged on the following days\*.

- Thursday 9am - 11am
- Friday 4pm - 5pm

*\*May have to change to accommodate Jacob Smith's timetable.*

## New Business

1. The main focus will to be meet the requirements, then extra features can be added later for the 'wow' factor. All members should read through the project requirements in preparation for the next meeting.

**Action:** All

## Any Other Business

1. Each member was asked by Richard and Chris on what role they feel are most comfortable with, all have been requested by Chris (chs17) to send a confirmation email to state they are happy with their role in the team.

### Proposed Roles:

**Project Leader:** Rich Gray

**Deputy Project Leader:** Chris Savill

**QA Manager:** Ollie Roe

**Deputy QA:** Sam Morrison

**Coders:** Kit Farmer, Ivan Cholakov, Rich Gray, Jacob Smith

**Version Management:** Chris Savill

**Design / Problem Solver:** Ed Davies

**Action:** All

## Document History

Version	Date	Changes made to document	Changed by
1	10 <sup>th</sup> October 2012	N/A	N/A
1.1	16 <sup>th</sup> October 2012	Layout was not the same as required template	sjm16
1.2	18 <sup>th</sup> October 2012	Additional template update	sjm16