

MEETING 6

Date: 4th Feb 2020

Location: Class workshop.

Time: 9am – 10am

Discussion of meeting:

- All group members reviewed the stage specification and all became familiar with the general requirements for stage 3.
- A initial draft document was constructed (with the tasks listed, along with the assigned team member, to that particular task).

Tasks set and to whom:

| Task name | Assigned to: | Expected completion date |
|--------------------------------------|-----------------------|--|
| Quality assurance document amendment | Jamie Knott | 08/02/2020 (to be reviewed at next progress review) |
| UML class diagrams | Aum Desai, Sam Prowse | 08/02/2020 (to be reviewed at next progress review) |
| Version control document amendment | Jamie Knott | 08/02/2020 (to be reviewed at next progress review) |
| Review documentation amendments | Jamie Knott | 08/02/2020 (to be reviewed at next progress review) |

Members Present: Jamie Knott, Sam Prowse and George Daskalakis

Members absent: Aum Desai

Absence justification: External commitment to work placement examination centre.