# U08784 Assignment 2 weekly meeting minutes

**Present**: LH,NI,LJ

**Apologies:** HJ

**Next meeting:** 04/11/13

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| **Item Number** | **Action / Topics** | **When** | **Who** |
| 1 | Quality factors agree and allocated:  Compatibility LJ  Usability HJ  Maintainability NI  Database Consistency LH  Each member to write up their allocated factor | 04/11/13 | Group |
| 2 | Risk factors agreed and allocated:  Requirement Spec Clarity LH  Technical Failure NI  Personnel Shortfalls or UI HJ  Time / cost constraints LJ  Each member to write up their allocated factor | 04/11/13 | Group |
| 3 | Draught change control plan to be completed | 04/11/13 | LH |
| 4 |  |  |  |
| 5 |  |  |  |