# U08784 Assignment 1 weekly meeting minutes

**Present**: LH, VP, AC

**Apologies:** JW

**Next meeting:** 14/10/13

* General discussion about how to proceed with the project and decide task allocation for team members

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| **Item Number** | **Action / Topics** | **When** | **Who** |
| 1 | **Project decided. Android based stores management system will be the project topic** |  |  |
| 2 | Research the decided project topic to define:   1. Scope and context 2. Resources required 3. How the quality can be assessed at given stages of the project.   To be discussed in detail at the next meeting | 14/10/13 | LH |
| 3 | Perform risk analysis of the project to be discussed in detail at the next meeting | 14/10/13 | VP |
| 4 | Decide on a suitable methodology for the project to be discussed in detail at the next meeting. | 14/10/13 | AC |
| 5 |  |  |  |