Project Monster Mash

Minutes from meeting, Monday, 04 February 2013 (Author: dac26)

Meeting Purpose: To find out what needs to be done to finish documents

Present: Matt was absent

Circulation: all

Minutes Produced: 04/02/13

Version 1.0

Matters Arising/New business:

1. Update timesheets/ keep updated - everyone
2. Change of control forms for any major code change and testing (check have been done or need to be done. -Tom delegate
3. Tom-assign document checking to people, (all documents done so far), spelling, grammar and check whether they need to be updated at all.
4. Chris- Whole pdf of docs
5. Class Diagram needs to be updated – Silhab
6. Database design to be updated-Tux
7. Document with all the bug fixes we did-tom delegate
8. Check risk assessment has about internet going down-mike
9. Need to do a checklist of what left there is to do - Chris
10. Document of how we adapted to new requirements – tom delegate
11. Next meeting 12:10pm Thursday