

# Group 15 Weekly meeting 29/10/15

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Author: jap30

Attendees: Daniel Monaghan - dkm2, Darren White - daw48, Jack Reed - jar52, James Peagram - jap30, Lewis Rossiter - ler14, Sam Hyde - sah54, Simon Scott - sis22, Freddie Simmons - frs13, Chris Loftus - cwl

Location: C55, Dept. of Computer Science

Circulation: cs-group-15, project manger

Matters arising:

1. Minuting Standards are now correct
2. Blogs are ongoing
3. Finish basic web pages and implement changes mentioned  
ACTION: jap30
4. Documentation for this week was not completed

New Business:

1. Allocate work more evenly across the group  
ACTION: jar52
2. Change blog dates and times  
ACTION: frs13 (dates), ler14 (times)
3. Read up on project plan and put one together  
ACTION: jar52, frs13
4. Send blog URL to Chris  
ACTION: sah54
5. Work out test specification  
ACTION: jar52, sah54
6. Look at testing  
ACTION: sah54

AOB:

1. Reminder that Sam's responsibility is to review assessed documents