Group 15 Weekly meeting 08/10/15

Author: sis22
Attendees: All members
Location: C55
Circulation: cs-group-15 Plus project manger

Matters arising:
1. A mock-up of the Java side and Web site was created

New Business:
1. dkm2 volunteers to create Github account
2. All group members should join Facebook group
3. A blog must be created by all members, please email URL to Chris. (Blog is to summarise each Work Session so group can be sure each member contributes equally. Time recorded should be in hours.)
4. All read project requirements specification and SE.QA.01 for next week.
5. Next week group roles will be designated. Roles will include Project and Deputy Project Leader, Quality Assurance and Deputy Quality Assurance Manager.
6. Discussed Presentations to be given next week. Please provide a short talk on topic you are actioned to.
    a. Design Specification Standards
        i. Action: Sah54
    b. Project Plan Specification
        i. Action: jar52
    c. Test Procedure Standards
        i. Action: sis22
    d. Review Standards
        i. Action: daw48
    e. Operating Procedures and Configuration Management Standards
        i. Action: ler14
    f. Java Coding Standards
        i. Action: jap30
    g. Web Development Standards
        i. Action: dkm2
7. Discussed punitive measures
    a. Yellow card = 20% reduction
        i. Task Given to remove yellow card
    b. Orange Card = 40% reduction
        i. A meeting will be arranged to discuss the issue.
    c. Red Card = 100% reduction
    d. All levels can be revoked in response to extra effort relevant to level of villainy.
8. Summarised teams strengths and weaknesses
    a. Email typed list to all teams
        i. Action: CWL
9. Anonymously summarised feelings of team members. General feeling of group is good. A few low answers.