Group 15 Weekly meeting 22/10/15

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

Location: C55, Dept. of Computer Science
Circulation: cs-group-15, project manger

Matters arising:
1. Work has started on the designs

New Business:
1. Complete blogs
   ACTION: All
2. Learn minute standards (SE.QA.03)
   ACTION: jap30
3. Draw up a project plan
   ACTION: jar52
4. Produce mock HTML and CSS webpages
   ACTION: jap30, ler14

AOB:
1. Due to Freddie's absence Jack will take over as project leader, Freddie is now deputy project leader and yellow carded.
2. Freddie's 'yellow card task' is to standardise all the current minutes to the required standards.
   ACTION: frs13
3. Don't count tutorial meetings on Thursday on blog.
   ACTION: All
4. Contact Freddie and yellow card him.
   ACTION: cwl
5. Complete blogs.
   ACTION: All