<div align="center">Minutes of the meeting of group 6</div>

Project title: Group 06 Project

Meeting Purpose: Issue what people were going to initially look at.

People Present: Laura Collins, James Euesden, Jack Roden, Richard Addicott, Alex Hardy, Shane Morgan, Karl Birch, Chris Loftus

People Absent: Michael Kitchen

Place: C55

Date 4:10pm Tuesday 15th October

Author: Alex Hardy

<u>Matters Arising</u>
1. To confirm a second weekly meeting will take place on Thursday at 10am.

2. The following roles were decided last meeting:

Project Leader: Laura Collins
Deputy Leader Alex Hardy

QA Manager: Richard Addicott
Deputy QA: Shane Morgan

Android Chief: Jack Roden
Github Boss: James Euedan
Testing Lead: Alex Hardy
Programming: Michael Kitchen
Web Developer: Karl Birch

<u>New Business</u>

1. Richard to attend the GIT Help workshops instead of James as he is the QA manager.
   ACTION: ria4

2. Chris needs to be added to all the emails as he does not get them under the Cs-06 email group.

3. Laura will add Chris to the facebook group.
   ACTION: lac32

4. James, Jack and Michael all to attend the android workshop on Wednesday.
   ACTION: jee22, jar55, mjk5

5. Photos were taken of each member of the group and Chris will email these out.
   ACTION: cwl

6. During the project it is important that everyone at some point does some coding.

7. Laura is to lead the meeting next week and she will make an action plan for it.
    ACTION: lac32

8. Everyone is to log on the web the time they spend on the project each week. Everyone should send a link to their one to Chris before the meeting next week.
    ACTION: ria4, kmb5, lac32, jee22, alh35, mjk5, shm22, jar55

9. Chris email is cwl@aber.ac.uk

10. Richard and Shane to read SE.QA.02, SE.QA.03 and SA.QA.06 and to report back what is important in these documents.
    ACTION: ria4, shm22

11. James is going to look at plotting points on Google maps.
    ACTION: jee22

12. Karl is going to look at plotting points on Open Street Map.
    ACTION: kmb5

13. Jack is going to look at what the Android might look like.
    ACTION: jar55

14. Karl is going to look at what the website might look like.
    ACTION: kmb5

15. Laura is going to look at what data might need from a database, how it is going to be extracted and how we are going to do this.
    ACTION: lac32

AOB
1. Alex to take the minutes of the meetings.
    ACTION: alh35

2. Need to think about appointing someone to manage the integration between all the different parts of the software in the project.

3. Any breakdowns in communication then email Chris.

4. Thursdays meetings will be in the union in the right hand room by the big tables.

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