Project: Group Project 06

Meeting: Meeting 4

Persons present: Jan Kumanek, James Beech, Jack Harding, Jordan Springett, Steve Norwood, Luke Dearden, Dan Hodgkins, James Elliott, Michael Kitchen, Anand Gill,

Persons absent: Charlie Parr (No excuse)

Place and date of meeting: C165, 21th October 2014

Circulation list: All project members, plus project manager

Author: Steve Norwood

Date of minutes: 21st October

Version: 1.0

*Matters Arising*

**Minutes**

Change meeting numbers and check versions. Send out minutes in a .txt file as well as a .docx for all to read.

Action: sjn3

**Holiday**

Jordan holiday this weekend. Gregynog people will be away. Jack to make google calendar.

**Website bootstrap**

We believe that it’s all okay to use bootstrap for the website.

*New Business*

**Google Docs**

Jordan to set up google docs for documentations before pushing to git to stop conflicts

Action: Jordan

**Project Plan**

Each group needs Use Case, Dependencies for Gantt Chart, UI designs (with explanations), Jot down things that may be difficult, or thing’s that will cause problems. Jack will put up a list to confirm the above for each group, along with important documents for the task. Each task will need a name to sign off (one name per task), with names for each sub-task also. Confirm who’s doing what task by Wednesday, for completion by Friday’s meeting.

Action: all

**Other module deadlines**

Find the deadline’s for other module deadlines to ensure that a large workload won’t occur near someone’s deadline. Add to google calendar mention previously

Action: Jack

**Friday Meeting**

Book a room in the Geography Concourse for the meeting.

Action: Jack

**Website Domain**

Find out where we will be putting the domain for the website, to avoid using our own usernames.

Action: nns

**Blogs**

Ensure all work is recorded in a document or a blog. Write a document with everyone’s blog/area where they are recording work to find everyone’s records easily. Send blog locations to Jack

Action: All

**Documents to read**

SEQA.RS SEQA.03

Action: All

*AOB*

**Absence**

Jack chase up where Charlie was

Action: Jack