

SOFTWARE DEVELOPMENT LIFECYCLE

TEAM TOP KEK

Date	9/12/2014
Location	B21b
Author	Karl Franks
Version	1

ATTENDANCE

Everyone except:

- Abdullah Alkhashty
- Scott Lockett
- Calvin Chan
- Kieran Lynch

MATTERS ARISING

1. Review of last week's tasks

Action: none

NEW BUSINESS

1. Set minimum hours per person before project hand-in

Action: 20 hours decided

AOB

1. Abdullah Alkhashty and Kieran Lynch have not completed set tasks to repeal their yellow cards

Action: Suggested upgrade from yellow card to orange card