SEG Group 09
14:00 - 16:00 Friday 3rd February 2012
Room 5023 in Hartley Library

Expected Attendants

- Edward Seabrook (Chair)
- Brian Yu (Recorder)
- Kristian Elliott
- Kelvin Chan
- Oscar Mariani
- Sasan Maleki

Please Read

- Requirements document - https://secure.ecs.soton.ac.uk/notes/comp2012/ThisYear/DefnFiles/

Please Bring

- Laptop (at least one for group)
- Logbook

Points of discussion

1. Roll call
2. Find out what supervisor Sasan Maleki is expecting from us.
3. Discuss task allocation [1]
4. Assign tasks and deadlines
5. List and explain things that should be in the project plan and assign to everyone things to write for project plan [2]
6. Discuss format of written deliverables [3]
7. ugForge demonstration [4]
8. Produce basic ugForge documentation
9. Decide upon core resources and filing system [5]
10. Discuss Gantt chart [6]
11. Any other business
12. Discuss next meeting

[1] Everyone must highlight tasks they may be interested in
[2] Thursday hand in - will require printing.
[3] Reports - Word, GDocs, LaTeX? Format must be consistent (spec?)
[4] May become more of a group exploration session
[5] What must be kept and where? Minutes? Group Dropbox?
[6] Remember we need to include a "middle" and "end" Gantt chart on this chart