7/10/2015 Minutes

Group 03

October 25, 2015

Project: Group Project 03
Meeting: Weekly Project Meeting
People present: Casey Gemma [gea6], Cumberlidge Angus [anc32], Marek Oliwia Karolina [okm], Thian Chen Tan [tct], Xiaomin Xiao [xix5]
Place and date of meeting: C55, Wednesday 7th October 2015
Circulation list: All project members, plus project manager
Author: Xiaomin Xiao
Date of minutes: 8th October 2015
Version: 1.0

1 Matters arising

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None.

2 New business

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1. Set up a weekly group meeting. Gemma Casey will start a poll to schedule a weekly group meeting.
   ACTION: gea6

2. Send a link of a weekly blog to Project Manager [rcs@aber.ac.uk].
   ACTION: Everyone

3. Read Quality Assurance Documents - SE.QA.01 - 03.
   ACTION: Everyone

4. The "Design Specification Standards" document needs to be read.
   ACTION: anc32

5. The "Project Plan Specification Standards" document needs to be read.
   ACTION: okm

6. The "Test Procedure Standards" document needs to be read.
   ACTION: gea6

7. The "Review standards" document needs to be read.
   ACTION: tct

8. The "Operating Procedures and Configuration Management Standatds" document needs to be read.
   ACTION: xix5

3   AOB

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None.