Minutes

Date:	Monday 20th February 2012

Start Time:	5:15pm	*Finish Time:*	5:45pm

Meeting Subject: Post client interview catch-up meeting

Attended:	Rob Johnson	*Absent:*	Mark Purser
	Andreas Nicolaou		
	Oliver McCarthy		
	Mark Merriman		
	Joanne Robert		
	Eleanor Shakeshaft		
	Ben Watt		

Progress:

Decisions made about project:

Peer Assessment Plan

Each member of the team will have 100 marks to distribute amongst the whole team. The Project Manager will then collate all the marks and find the overall average for each member. If everyone was equal each member would get 12.5 marks each, each member could gain for lose marks based on:

- Quality of work
- Suggesting ideas
- Meeting deadlines
- Commitment
- If they took over extra work due to losing a member

Client Server

We will go ahead with this, Joanne has done some good diagrams on how this will be implemented. Could use a program called Red Dwarf and the QA team will need to do multi-threaded testing.

Client uploads brain > connects to another player > server generates simulation and sends to players > each player can then review the simulation & stats.

Activity Sheet

This will be signed on Friday after the seminar. If someone is sick or cannot attended and lets the Project Manager aware in advance then they will make a note of this on the sheet.

Actions:

Each team is to write a paragraph on the Project Plan for the Organisation Plan section by **Tuesday 21st evening**. The members allocated to writing the section are as follows:

- Design – Mark M
- QA – Ben
- Programming – Rob
- Anaylsis – Eleanor

The rest of the team should read over and make any changes they see fit.

Everyone is to get Git by **Tuesday 21st evening.**
Rob will move all project documents there by **Tuesday 21st evening.**

Mark Purser to take the lead on the PERT chart due to his great work on it so far.

Joanne will write the Project Outline.

Everyone get writing the Project Plan – last edit must by done by **9am Thursday 23rd** so that Mark M can print off the documents.

Everyone to meet to sign the Deliverables Review at **12am Thursday 23rd** so that Rob can hand in the document. Location TBC.

Deadlines:

High-level Design, Acceptance Criteria & Requirements Specifications to be done by 15th March (week 10)

Detailed Design Spec to be done during Easter Holidays so that the Programming & QA Teams can get started straight away after

Next Meeting(s):   Thursday 23rd February 2012:   Deliverables Review
                            Friday 24th February 2012:   Seminar