Meeting 2
Week 4

Things to Do!

Everyone to write their own description and risk management

Company vision

4.1, 4.2, 4.3 & 4.4 - Software team

Diagram in 4 (figure 2) - Max and Ankita

4.5 - Max

Document templates - James

A Title

Functional Spec:

A few comments from Stuart - basically good, functional spec. will be updated with his comments

QA Manual

Metrics:

Number of defects opened and solved

Weekly outgoing

(see previous meeting minutes for more detail – combined topics)