# Meeting *3*

## Week *4*

### Things to Do!

**Everyone** to send **all** QA documents by **12 noon tomorrow!**

Steve will re-write functional spec. considering Stuarts comments

Max to do chart and paragraph of QA

James and Max to review current QA Manual

**Everyone** - See Prakruti’s email about requirements for Finance.

### Testing:

Tests must ensure basic functionality at all times – do thinks still work or has the latest update broken the product?

### Functional Spec

Graphics?

Are they GUI or what is read in for the slides?

Person who writes recipe must specify where graphics are and what is included in them.

### User Stories

We need more user stories, Steve, Jon and Roger to meet?

### Finance

See Prakruti’s email

### Metrics

Software

Management

Marketing

Finance

Utilities

Documentation