

# Group Meeting #18

**Date** 6 August 2015  
**Time** 11:30 am  
**Location** WT BCIS Project Room - WT501

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## Attendees

Jason Gerbes, Joshua Son, Paul Lee, Sean Young.

## Minutes Recorder

Jason Gerbes.

## Absences

None.

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## Meeting Agenda

- Discuss the outcome of the mid-project review.
  - Discuss changes that need to be made.
  - Plan tasks to be completed tonight.
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### 1. Approval of minutes of the last meeting

- 1.1. The group is in agreement that the minutes of the last meeting are an accurate record.
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### 2. Discussion of Project Development

- 2.1. Lack of hours worked — Josh, Paul and Sean have extremely low hours logged. Jason is slightly behind the target also. We must all be putting in at least 3 hours a day (or equivalent) to catch up.
  - 2.2. We must gather requirements from Luminary immediately. Jason will arrange a meeting with Roopak and Ahmed for tomorrow if possible. We must refine and verify our requirement gathering process tonight.
  - 2.3. Research MUST be properly documented. It is unacceptable to have vague informations and a lack of references.
  - 2.4. Our QA guidelines MUST be adhered to at all times to avoid having to recreate work.
  - 2.5. We need to make a list of outstanding tasks to ensure we are all in agreement.
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### 3. Meeting Arrangements

- 3.1. Jason will plan a meeting with Luminary and Roopak.
  - 3.2. Jason will plan a meeting with Anne to discuss review outcome and concerns.
  - 3.3. Joshua, Paul and Sean will reformat past research to match required standard.
  - 3.4. All team members must make a list of tasks outstanding to compare tomorrow.
  - 3.5. A list of requirements must be collaboratively created tonight over Facebook.
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### 4. Adjournment of Meeting

- 4.1. There being no other business, the meeting was adjourned at 12:15 pm.
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### 5. Next Meeting

**Date** 7 August 2015  
**Time** 10:00 am  
**Location** WT BCIS Project Room - WT501

We will continue today's discussion tomorrow, before our meeting with Luminary.

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