

Group Meeting #16

Date 5 August 2015
Time 08:30 am & 3:30 pm
Location WT BCIS Project Room - WT501

Attendees

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

Minutes Recorder

Jason Gerbes.

Absences

Sean Young (during second meeting).

Meeting Agenda

- Continue work on project portfolio website.
 - Continue work on document style guideline.
 - Create research findings template.
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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. Jason created a portfolio style concept.
 - 2.2. Josh created a findings template.
 - 2.3. Josh reformatted Paul's research into new template.
 - 2.4. Jason created work log charts and spreadsheet.
 - 2.5. Jason created a structure guideline for portfolio website.
 - 2.6. Jason continued
 - 2.7. Paul and Jason worked on portfolio website.
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3. Meeting Arrangements

- 3.1. Paul will continue adding the pages to the portfolio.
 - 3.2. Jason and Josh will continue compiling documents to add to the portfolio.
 - 3.3. Jason will complete the work hours log file.
 - 3.4. Jason will complete the document style guidelines.
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4. Adjournment of Meeting

- 4.1. The meeting was adjourned at 12 pm and will recommence at 3:30 pm.
 - 4.2. There being no other business, the meeting was adjourned at 11:30 pm.
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5. Next Meeting

Date 6 August 2015
Time 08:00 am
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We will make any final changes to the project portfolio tomorrow.
