

# Group Meeting #14

**Date** 3 August 2015  
**Time** 04:00 pm  
**Location** WA Meeting Room - WA3 Room 3

---

## Attendees

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

## Minutes Recorder

Jason Gerbes.

## Absences

None.

---

## Meeting Agenda

- Discuss portfolio status and outstanding tasks.
  - Allocate jobs to group members for completing portfolio.
- 

### 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.
- 

### 2. Discussion of Project Development

- 2.1. Outstanding tasks:
    - 2.1.1. Two statement of change documents.
    - 2.1.2. Standardised templates for SoC, Research Findings/Investigations, Documentation Styles, Requirement Gathering.
    - 2.1.3. Extract Quality Assurance standards & Estimates from portfolio.
    - 2.1.4. Add HCI usability test.
    - 2.1.5. Create the HTML pages.
    - 2.1.6. Team compact/agreement.
- 

### 3. Meeting Arrangements

- 3.1. Paul will send Jason the project proposal slides.
  - 3.2. Paul will research into data deployment with Vuforia and alternatives.
  - 3.3. Jason will create templates for documentation.
  - 3.4. Paul and Sean will look into in-page navigation.
  - 3.5. Josh will look into other QA artefacts.
  - 3.6. Jason will re-post project proposal on Facebook.
- 

### 4. Adjournment of Meeting

- 4.1. There being no other business, the meeting was adjourned at 05:30 pm.
- 

### 5. Next Meeting

**Date** 12 March 2015  
**Time** 08:30 am  
**Location** WT BCIS Project Room - WT501

We will continue work on project portfolio tomorrow.

---