

# Group Meeting #15

**Date** 4 August 2015  
**Time** 08:30 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 arrangements from past meeting.
  - Continue collective work on portfolio.
  - Allocate remaining jobs for completion.
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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. PHP includes statement cannot be used for portfolio development. We will consider web-building tools as alternatives.
  - 2.2. Web building tools are either too expensive or too basic for our portfolio. It is possible to create a universal navigation bar using frames.
  - 2.3. Paul will transcribe voice recordings from past meetings.
  - 2.4. Josh will create flow charts for project processes.
  - 2.5. Jason will continue work on templates, compact and other portfolio components.
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### 3. Meeting Arrangements

- 3.1. Paul will finish transcribing the meeting recordings.
  - 3.2. Jason will continue work on the group compact.
  - 3.3. Josh will continue researching quality assurance documentation.
  - 3.4. Sean and Paul will continue creating the portfolio website.
  - 3.5. Jason will continue compiling all project files.
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### 4. Adjournment of Meeting

- 4.1. There being no other business, the meeting was adjourned at 12:30 pm.
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### 5. Next Meeting

**Date** 5 August 2015  
**Time** XX:XX pm  
**Location** To be decided.

We will continue work on the portfolio tomorrow.

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