

Software Development Life cycle project (To be named)

Weekly tutorial meeting - 1

Attendance - Everyone apart from Andy Wilmot and William Aldridge

C55 Llandinam, 07/10/2014

Circulation list: All project members, plus project manager

Minutes author - Dan Wilcock

Date produced: 07/10/2014

Version: 1.0

Matters Arising

None.

New business

1. Dan to take minutes for this meeting
ACTION: daw54
2. Everyone introduced themselves and what degree they were taken, where we got a taste of what strengths each of us have and also each of our weaknesses in relation to the project
3. Github accounts need to be created and emailed to Josh Moss as he is creating a group for us to share the project work
ACTION: jcm14
4. Discussed the fact that not all members of the group will be familiar with using Github, so the idea of meeting up this week to get accustomed with it was talked about
5. We decided to create a Facebook group
ACTION: mta2
6. Took selfies for Chris
7. Discussed that we all need to start a blog to record over the project lifetime, which will be starting next week
8. We are all required to read the project requirements before the next meeting
9. Past experience of the project from Josh was mentioned, talking about absences and how his group dealt with them last year.
10. Discussed the introduction of the role of an architect to oversee the structure of the project as a whole.
11. Project leader role was discussed where Josh and Max gave interest.
12. Presentation will be given in the next meeting about project management standards
ACTION: acb12
13. Presentation will be given in the next meeting about general documentation standards
ACTION: set12
14. Prototypes of the android application (James) and the website designs (Dan) will be created
ACTION: jao14 and daw54
15. The databases will be researched
ACTION: nid21 and msh4

AOB

16. Wednesdays are unavailable for meetings, due to some people can't come to the meetings. This can be discussed when we are able to meet in the next meeting.