<div align="center">**Software Development Life cycle project (Group 2)**</div>

Weekly tutorial meeting – 3
Attendance – Everyone
Maths & Physics room 319, 21/10/2014
Circulation list: All project members, plus project manager
Minutes author – Dan Wilcock
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Matters Arising

1. Last minutes being reviewed
2. Everyone joined github
   ACTION COMPLETED
3. Everyone joined facebook
   ACTION COMPLETED
4. Josh found us better room
   ACTION COMPLETED – jcm14
5. James to digitize still
   ACTION – jao14
6. Dan uploaded designs
   ACTION COMPLETED – daw54
7. James spoke about updated designs

New business

8. Andy and josh has still to make a blog
   ACTION – anw46 and jcm14
9. Chris to send diary entries to Xander
   ACTION – cwl
10. Everyone to write diary entry by Sunday
    ACTION – Everybody
11. Chris to find better room
    ACTION – cwl
12. Andy to do minutes when Dan is not present
    ACTION – anw46
13. Josh to set up a chat on facebook
    ACTION – jcm14
14. Overall tech manager role decided
    ACTION/COMPLETED – mta2
15. Project plan draft for Friday
    ACTION – Everybody
16. Andy discussed Microsoft Project
17. Josh, Andy and Nic to research project Libre (MS Project alternatives)
    ACTION – jcm14,anw46 and nid21
18. Josh to look into LATEX
    ACTION – jcm14

19. Looked at example project plan, separated project planning tasks
20. Introduction – Josh
    ACTION – jcm14
21. Overview – Max
    ACTION – msh4
22. Use cases – William and Seb
    ACTION – wia3 and set12
23. UI – James and Dan and Michael
    ACTION – jao14, daw54 and mip34
24. Gant chart – Xander
    ACTION – acb12
25. Risk Analysis – Nic and Andy
    ACTION – nid21 and anw46
26. Andy will put it all together
    ACTION – anw46
27. Web Manager – James
    ACTION – jao14
28. Android Manager – Nic
    ACTION – nid21
29. Database Manager – Maks
    ACTION – msh4

AOB
None.