Weekly Project Meeting - Minutes

Project: Payroll System 2nd Year 2011/2012

Date: 28/3/2012

Attending: Francis Clynes - Project Supervisor

James Madden - Project Manager, Design, Development & Testing

Shane Murphy – Design, Development & Testing

Maciej Macierzynski – Design, Development & Testing

Add employee search by surname via “textfield” and display multiple instances of duplicate surnames for selection.

Add weblink to online user manual, on live website where the online manual shall be uploaded.

Include anchors to bring the user to the relevant page/topic when linking to the online user manual.

The project is progressing well and on schedule.

For the next project meeting we aim to have completed the coding, have the user manual completed both hard copy and the HTML version and be testing the system.

The next project meeting will be held on 18/3/2012