Group Project 16 Meeting Minutes

CS-Group-16 Weekly Tutorial Meeting
Date and Location: 9th October 2015 in C57a
Author and Date of Minutes: Rhodri Pearce – 9th October 2015
Version: 1.2
Reviewed by: Max Limbu

Members Present:

- Rhodri Pearce
- Greg Sharpe
- Richard Price-Jones
- Archie Strange
- Robert Mouncer
- Daniel Thompson
- Max Limbu
- Emil Ramsdal

Additional persons present:

Laurence Tyler

Members Absent:
(None)

Matters arising:

1. Second informal meeting to be arranged for Wednesday 14th October.

2. Blog/timesheet needed to document progress.

3. Appropriate documents must be read by next session

New Business:

1. Deliverables to be submitted by either GitHub or Blackboard (to be confirmed) and must be delivered by the morning of the tutorial

2. Design Document – 26th of October, Testing – 9th

AOB (Any Other Business):

1. Documents to be read by -

    - **SE.QA.02 Project management -** Archie
    - **SE.QA.06 Test Procedure Standards -** Max
    - **SE.QA.07 Review Standards -** Greg
    - **SE.QA.08 Operating procedures and configuration management standards -** Rob
    - **SE.QA.09 Java Coding Standards -** Richard

Meeting adjourned at 2:00pm by Project Manager Laurence Tyler