

# Group Project 16 Meeting Minutes

## **CS-Group-16 Weekly Informal Meeting**

**Date and Location:** 14<sup>th</sup> October 2015 in B23

**Author and Date of Minutes:** Rhodri Pearce – 14<sup>th</sup> October 2015

**Version:** 1.1

**Reviewed by:** Max Limbu

### **Members Present:**

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

### **Additional persons present:**

None

### **Members Absent:**

- Archie Strange

### **Matters arising:**

1. Personal blogs need to be set up by each member in order to note their activity and should be updated on a regular basis.
2. Gantt chart and design document need to be completed. Design document needs to be done by the 30<sup>th</sup> of October (Week starting 26<sup>th</sup>).

### **New Business:**

1. Roles allocated to persons:

Project Leader – Rhodri

Deputy Project Leader – Richard

Quality Assurance Manager – Rob

Deputy Quality Assurance Manager - Max

**AOB (Any Other Business):**

1. Informal meetings to stay 1-2pm each Wednesday at B23

**Meeting adjourned at 2:00PM by Project Leader Rhodri Pearce**