Group Project 16 Meeting Minutes

CS-Group-16 Weekly Informal Meeting
Date and Location: 14th October 2015 in B23
Author and Date of Minutes: Rhodri Pearce – 14th 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:

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 30th of October (Week starting 26th).

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