Attendance:

[David Miall](mailto:dm1306@york.ac.uk)

[Boris Choi](mailto:kyc527@york.ac.uk)

[Sam Perry](mailto:ssp526@york.ac.uk)

[Peter Gillingham](mailto:pg850@york.ac.uk)

Items arising from previous meeting:

Current Items:

* Finance catch-up
  + Time sheet on going
    - Looks fine
    - People please fill gaps
* Everyone current progress discussed
* Contract
  + Late and bad quality reported to Tony
    - Contract should be more specific to ensure quality
      * Test list?
      * Spec as detailed as possible
* Spec downgrade
  + Reasonable but still meet minimum
  + Reduce member impact

AOB:

* Meeting time planned ahead
  + 4pm 17/05
  + 4pm 24/05
  + 4pm 01/06
  + 12pm 08/06(maybe online)

Actions Arising:

* Discuss what to be taken off internally

There being no further business, the meeting was adjourned at 17:00.