Attendance:

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

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

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

Items arising from previous meeting:

Current Items:

* QA manual
  + Deliverables table by Boris
  + Project risk management and QA matrix by Sam
  + Methodology by David
  + Each write for their own role on
    - Description
    - Risk assessment
    - QA matrix
  + Joint to one doc by Brandon

AOB:

Actions Arising:

Review QA manual if needed on Thur.

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

P.S. David jointed doc instead(12-03)