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)

[Brandon Stainton-Scarth](mailto:bjss501@york.ac.uk)

Sick leave : [Alan Brookes](mailto:ab2567@york.ac.uk), [Patryk Lewandowski](mailto:pl942@york.ac.uk)

Items arising from previous meeting:

WHERE’S THE MENTOR!!! - Ramsay still yelling

Current Items:

* David on PWS
* Sam and Peter on Func spec
  + Refining phrase
  + Flow Chart
* Peter and Boris on QA manual
  + Add intro
  + Project QA metrics
  + Deliverable table

AOB:

Actions Arising:

Send out Func spec by Fri

There being no further business, the meeting was adjourned at 14:20.

P.S. Happy Ramsay finally - AEW as business mentor