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)

Items arising from previous meeting:

* Finance plan
  + Overhead need review
  + Proposal checked
* Contract
  + With Group 2
    - From G2: image + audio
    - To G2: Shape + text
  + Need supervisor’s signatures

Current Items:

* Iteration note from Stuart
  + Doc and demo ready
* start test plan
  + Follow func. Spec.
  + See Stuart’s email
* Got feedback from Tony for QA manual
  + Update accordingly
  + What to do with missing members?
* Tender presentation questions
  + Asap

AOB:

* Meeting with Tony next week instead

Actions Arising:

There being no further business, the meeting was adjourned at 14:30.