

# Project Group 17

## Weekly Project Meeting Minutes 09/02/2017

**Present:** All except Grigor.

**Place and time of meeting:** LL-CIS, Thursday 9<sup>th</sup> February 2017, 13:10

**Circulation list:** All project members, plus project manager

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**Date of minutes:** 9<sup>th</sup> February 2017

**Version:** 1.0

## Matters Arising

All Blogs need to be emailed to Laurence Tyler and the content of the blog needs to be good and include hours done.

## New Business

- 1 Absences:  
Grigor
- 2 Revised Hand in dates for UI document and Test Document to the week commencing 27<sup>th</sup>
- 3 Testing Document
  - 3.1 Tests need to be more specific and more repeatable. State explicitly what each test is to do and make it test only one specific part of the system.  
**Action: lie4, deo4**
  - 3.2 Combine tests into one document which must follow the template on blackboard. **Action: lie4, deo4**
  - 3.3 Have tests from FR1 to FR10 done by next week. Delegate some of these to others (Will and Grigor) to help with work load. **Action: lie4, deo4, wgf, gmm11**
  - 3.4 Upload tests to github for critique when they are finished. **Action: All.**
- 4 UI Document
  - 4.1 Produce formalised UI document using template on blackboard. **Action: adl12, jor51**
  - 4.2 Liaise with Arron and Jakub to get a better understanding on how the GUI will interact with the system.
- 5 Quality Assurance Document
  - 5.1 Upload notes on Quality Assurance Documents to github for other to read.  
**Action: wgf, gmm11**
- 6 System Architecture

- 6.1 Produce a more detailed System Architecture. Including how classes will interact and what methods they will include. **Action: aaw12, jaj48**
- 6.2 Liaise with Adam and Josh as to how the GUI will interact with the System Architecture. **Action: aaw13, jaj48**
- 7 Project Leader and Quality Assurance Manager
  - 7.1 By next week we need to decide on who is our project leader and deputy project leader so consider who we want for these roles. **Action: All.**
  - 7.2 By next week we need to decide on who is our quality assurance manager and deputy quality assurance manager so consider who we want for these roles. **Action: All.**

## **Any other Business**

In future meetings when presenting to the group make sure you can display on the projector, not passing laptops around the table.