Project Group 17

Weekly Project Meeting Minutes 02/02/2017

Present: All project members

Place and time of meeting: LL-CIS, Thursday 2nd February 2017, 13:10

Circulation list: All project members, plus project manager

Author: Laurence Tyler

Date of minutes: 8th February 2017

Version: 1.1

Matters arising

None – first meeting of group

New business

1 Membership of group:

Name	email	
Liam Evans	lie4	
William Fox	wgf	
Jakub Janas	jaj48	
Adam Lawson	adl12	
Grigor Mironov	gmm11	
Dean Owen	deo4	
Joshua Richardson	jor51	
Aaron Walker	aaw13	
Laurence Tyler	lgt	[manager]

2 Photos of group:
   Photos were taken of each of the group present – need circulating to all members. **Action: lgt.**

3 Absences:
   None.

4 Setting up the project arrangements:

   4.1 All group members need to read the project requirements and Group Intro documents by next week and know about what the project will do. **Action: ALL.**

   4.2 All group members to set up a personal blog IMMEDIATELY and email a link to the

manager. **Action: ALL.**

4.3　It was suggested that a Facebook chat group be set up for the group. Need to make sure that all group members are included. **Action: ALL.**

4.4　Make arrangements for additional group meetings. Ensure all group members are able to take part in any meetings called. **Action: ALL.**

5　Initial Tasks:

5.1　Josh to read SE.QA.04 (User Interface Specification Standards) and start work on material for the user interface document. We would like to have a list of use cases and suggested screens for next week if possible. **Action: jor51.**

5.2　Liam and Dean to read SE.QA.06 (Test Procedure Standards) and start making tests for the test specification document. We would like to see draft system tests for requirements FR1 to FR5 by next week. **Action: lie4, deo4.**

5.3　Aaron and Jakub to make a rough architectural proposal for the software by next week. To be covered: Range of objects and their interactions; state descriptions and what will need to be represented to figure out allowed actions at any point. **Action: aaw13, jaj48.**

5.4　Adam to try programming a rough version of the on-screen interface and interaction with it (e.g. a 24x24 grid with a boat that moves). Liaise with Josh about user interface ideas. **Action: adl12.**

5.5　Will and Grigor to read SE.QA.01, 02 and 03, and be ready to explain to the group how Quality Assurance works in the project. **Action: wgf, gmm11.**

Any other business

None.