

Group Meeting #14

Date 3 August 2015
Time 04:00 pm
Location WA Meeting Room - WA3 Room 3

Attendees

Jason Gerbes, Joshua Son, Paul Lee, Sean Young.

Minutes Recorder

Jason Gerbes.

Absences

None.

Meeting Agenda

- Discuss portfolio status and outstanding tasks.
 - Allocate jobs to group members for completing portfolio.
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7. Approval of minutes of last meeting

- 7.1. The group is in agreement that the minutes of the last meeting are an accurate record.
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8. Status of prior meeting arrangements

- 8.1. The Project Status Report has been created.
 - 8.2. Josh informed Jason of the outcome of Group Meeting 13 and filled out the meeting minutes document.
 - 8.3. Each member has updated their log book as required.
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3. Discussion of Project Development

- 3.1. Outstanding tasks:
 - 3.1.1. Two statement of change documents.
 - 3.1.2. Standardised templates for SoC, Research Findings/Investigations, Documentation Styles, Requirement Gathering.
 - 3.1.3. Extract Quality Assurance standards & Estimates from portfolio.
 - 3.1.4. Add HCI usability test.
 - 3.1.5. Create the HTML pages.
 - 3.1.6. Team compact/agreement.
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4. Meeting Arrangements

- 4.1. Paul will send Jason the project proposal slides.
 - 4.2. Paul will research into data deployment with Vuforia and alternatives.
 - 4.3. Jason will create templates for documentation.
 - 4.4. Paul and Sean will research in-page navigation.
 - 4.5. Josh will research QA practices.
 - 4.6. Jason will re-post project proposal on Facebook.
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5. Adjournment of Meeting

5.1. There being no other business, the meeting was adjourned at 05:30 pm.

6. Next Meeting

Date 4 August 2015

Time 08:30 am

Location WT BCIS Project Room - WT501

We will continue work on project portfolio tomorrow.
