Group Meeting #15

Date   4 August 2015
Time   08:30 am
Location   WT BCIS Project Room - WT501

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

Minutes Recorder
Jason Gerbes.

Absences
None.

Meeting Agenda
- Discuss arrangements from past meeting.
- Continue collective work on portfolio and allocate remaining jobs for completion.

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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. Paul has sent Jason the project proposal slides.

8.2. Paul has researched Vuforia and Data Deployment (see Research Findings 03/08/15 - Vuforia & Data Deployment).

8.3. Jason has created temples for research documentation, and a style guideline draft document.

8.4. Paul and Sean have researched In-Page Navigation (see Research Findings 03/08/15 - In-Page Navigation).

8.5. Josh has researched QA Practices (see Research Findings 03/08/15 - Quality Assurance Practices).

8.6. Jason has re-posted the Proposal to the group Facebook page.

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3. Discussion of Project Development
3.1. PHP includes statement cannot be used for portfolio development. We will consider web-building tools as alternatives.

3.2. Web building tools are either too expensive or too basic for our portfolio. It is possible to create a universal navigation bar using frames.

3.3. Paul will transcribe voice recordings from past meetings.

3.4. Josh will create flow charts for project processes.

3.5. Jason will continue work on templates, compact and other portfolio components.

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4. Meeting Arrangements
4.1. Paul will finish transcribing the meeting recordings.

4.2. Jason will continue work on the group compact.

4.3. Josh will research quality assurance artefacts.

4.4. Sean and Paul will continue creating the portfolio website.

4.5. Jason will continue compiling all project files.

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5. Adjournment of Meeting

    5.1. There being no other business, the meeting was adjourned at 12:30 pm.

6. Next Meeting

        Date 5 August 2015
        Time XX:XX pm
  Location To be decided.

We will continue work on the portfolio tomorrow.