Group Meeting #16

Date	5 August 2015
Time	08:30 am & 3:30 pm
Location	WT BCIS Project Room - WT501

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

Minutes Recorder
Jason Gerbes.

Absences
Sean Young (during second meeting).

Meeting Agenda
- Continue work on project portfolio website.
- Continue work on document style guideline.
- Create research findings template.

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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 finished transcribing the meeting recordings.

    8.2. Jason has created Group Compact 1.0 final draft.

    8.3. Josh has researched QA Artefacts (see Research Findings 04/08/15 - Quality Assurance Artefacts).

    8.4. Sean has been unsuccessful with created the project portfolio website. Paul will now take over development.

    8.5. Jason has compiled many of the project document files and posted them on Facebook.

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3. Discussion of Project Development
    3.1. Jason created a portfolio style concept.

    3.2. Josh created a findings template.

    3.3. Josh reformatted Paul's research into new template.

    3.4. Jason created work log charts and spreadsheet.

    3.5. Jason created a structure guideline for portfolio website.

    3.6. Paul and Jason worked on portfolio website.

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4. Meeting Arrangements
    4.1. Paul will continue adding the pages to the portfolio.

    4.2. Jason and Josh will continue compiling documents to add to the portfolio.

    4.3. Jason will complete the work hours log file.

    4.4. Jason will complete the document style guidelines.

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5. Adjournment of Meeting
    5.1. The meeting was adjourned at 12 pm and will recommence at 3:30 pm.
    5.2. There being no other business, the meeting was adjourned at 11:30 pm.

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6. Next Meeting

Date 6 August 2015
Time 08:00 am
Location WT BCIS Project Room - WT501

We will make any final changes to the project portfolio tomorrow.