

Group Meeting #18

Date 6 August 2015
Time 11:30 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 the outcome of the mid-project review.
 - Discuss changes that need to be made.
 - Plan tasks to be completed tonight.
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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 Mid-Project review took place as planned.
- 8.2. A meeting with Ahmed and Roopak has not yet been arranged due to the outcome of the mid-project review.
- 8.3. Paul supplied the portfolio on a USB drive.
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3. Discussion of Project Development

- 3.1. Lack of hours worked — Josh, Paul and Sean have extremely low hours logged. Jason is slightly behind the target also. We must all be putting in at least 3 hours a day (or equivalent) to catch up.
- 3.2. We must gather requirements from Luminary immediately. Jason will arrange a meeting with Roopak and Ahmed for tomorrow if possible. We must refine and verify our requirement gathering process tonight.
- 3.3. Research MUST be properly documented. It is unacceptable to have vague informations and a lack of references.
- 3.4. Our QA guidelines MUST be adhered to at all times to avoid having to recreate work.
- 3.5. We need to make a list of outstanding tasks to ensure we are all in agreement.
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4. Meeting Arrangements

- 4.1. Jason will plan a meeting with Luminary and Roopak.
- 4.2. Jason will plan a meeting with Anne to discuss review outcome and concerns.
- 4.3. Joshua, Paul and Sean will reformat past research to match required standard.
- 4.4. All team members must make a list of tasks outstanding to compare tomorrow.
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5. Adjournment of Meeting

5.1. There being no other business, the meeting was adjourned at 12:15 pm.

6. Next Meeting

Date 7 August 2015

Time 10:00 am

Location WT BCIS Project Room - WT501

We will continue today's discussion tomorrow, before our meeting with Luminary.
