

Group Meeting #22

Date 13 August 2015
Time 11:00 am
Location Roopak's Office - WT704b

Attendees

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

Minutes Recorder

Joshua Son.

Absences

None.

Meeting Agenda

- Discuss the conflict that has arisen amongst members within the group
 - Seek supervisor's advice
 - Update Roopak on the plan
-

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.
-

8. Status of prior meeting arrangements

- 8.1. Paul has research Unity Plugin development (see Research Findings 08/08/15 - Unity Plugins).
- 8.2. Jason has created a new Project Plan document to address the scope changes (see Project Plan 4.0).
- 8.3. A draft Requirements Specification document has been created.
-

3. Discussion of Project Development

- 3.1. Plan is to formally gather and present a requirements specification document for Luminary, to have it signed off as soon as possible, to allow for development.
-

4. Meeting Arrangements

- 4.1. Sean will research the suitability of XP with our current development plan. Along with this, Sean will take on more responsibility of tasks during development phase.
- 4.2. Paul is to create a statement of change.
- 4.3. Joshua will update the communication plan to make relevant to this semester, and add to the team compact.
- 4.4. Jason will finish the requirements specification and get it signed by Luminary so we are able to start development next week.
-

5. Adjournment of Meeting

- 5.1. There being no other business, the meeting was adjourned at 11:50 am.
-

6. Next Meeting

Date To be decided.
Time To be decided.
Location To be decided.

We will meet before development commences.
