AGENDA

MEETING		
DATE: 13/11/23	TIME: 14:00	DURATION: 3 hrs

PREPARATION FOR MEETING:
QA manual sections

TIME:	MATTER TO DISCUSS:	RESPONSIBILITY:
30 min	Review current QA manual progress	All
30 min	Confirm GUI as a role	All
30 min	Assign sections which need to be complete for 1st review (tomorrow)	All
30 min	Review and Assign sections for Functional Spec 2nd draft	All
30 min	Divide program features into releases	All
30 min	Discuss how to implement each feature	Software Lead
5 mins	AOB	Any