

MINUTES

MEETING:		
DATE: 13/11/23	TIME: 14:00	DURATION: 3 hrs
MINUTES TAKEN BY: Josh Bradley		

ATTENDEES: Luke Warbey, Hari Mamman, Jabez Cheung, James Stevenson, Josh Bradley, Noah Carter, William Betteridge, Zhihao Ma
APOLOGIES: Rob Walker

TITLE: QA Manual Progress		
DISCUSSION:		
Sections assigned		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Remainder of specific role sections	All	13/11/23
4.2 Design Phase	Luke	13/11/23
4.3 Implementation Phase	Will	13/11/23
4.4 Testing and Integration Phase	Zhihao	13/11/23
4.5 Quality Auditing Reviews	Hari	13/11/13

TITLE: Functional Spec draft 2		
DISCUSSION:		
Sections assigned: see Monday		
ACTION ITEMS:	RESPONSIBILITY:	DEADLINE:
Check Monday	ALL	Tomorrow