

Attendance:

David Miall

Boris Choi

Sam Perry

Peter Gillingham

Items arising from previous meeting:

Current Items:

- Finance catch-up
  - Time sheet on going
    - \* Looks fine
    - \* People please fill gaps
- Everyone current progress discussed
- Contract
  - Late and bad quality reported to Tony
    - \* Contract should be more specific to ensure quality
      - Test list?
      - Spec as detailed as possible
- Spec downgrade
  - Reasonable but still meet minimum
  - Reduce member impact

AOB:

- Meeting time planned ahead
  - 4pm 17/05
  - 4pm 24/05
  - 4pm 01/06
  - 12pm 08/06(maybe online)

Actions Arising:

- Discuss what to be taken off internally

There being no further business, the meeting was adjourned at 17:00.