

Attendance:

David Miall

Boris Choi

Sam Perry

Items arising from previous meeting:

Current Items:

- QA manual
 - Deliverables table by Boris
 - Project risk management and QA matrix by Sam
 - Methodology by David
 - Each write for their own role on
 - * Description
 - * Risk assessment
 - * QA matrix
 - Joint to one doc by Brandon

AOB:

Actions Arising:

Review QA manual if needed on Thur.

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

P.S. David jointed doc instead(12-03)