

Attendance:

David Miall

Boris Choi

Sam Perry

Peter Gillingham

Brandon Stainton-Scarth

Items arising from previous meeting:

- Finance plan
 - Overhead need review
 - Proposal checked
- Contract
 - With Group 2
 - * From G2: image + audio
 - * To G2: Shape + text
 - Need supervisor's signatures

Current Items:

- Iteration note from Stuart
 - Doc and demo ready
- start test plan
 - Follow func. Spec.
 - See Stuart's email
- Got feedback from Tony for QA manual
 - Update accordingly
 - What to do with missing members?
- Tender presentation questions
 - Asap

AOB:

- Meeting with Tony next week instead

Actions Arising:

There being no further business, the meeting was adjourned at 14:30.