Meeting Minutes – Team 18

Location: The Rack Computer Cluster
Date: Friday 27th November
Time: 16:00

Attendees:

Ariela Bawol, Alex Bridges, Andros Zantis, Daniel Coutts, Justyna Cichosz, Lewis Harvey, Toby Dent, Yousaf Hussain.

Agenda Items:

1. **Apologies for absence:**
   N/A.

2. **Approval of minutes of previous meeting:**
   The minutes were approved by all team members.

3. **Sub-Teams' progress reports:**
   - Design:
     - Andros came up with a couple of logo designs. All of his ideas had a maximum of three colours, and worked well as big and small images.
     - The pizza with a flame was his favourite but some team members suggested that the colour scheme is too similar to the Burger King uses.
     - The simpler logo with "DYNE" written on top of a bowl was the favourite one amongst the team, but Yousaf suggested using just the letter "D" instead of the whole app name to make the logo clearer.
     - Yousaf also suggested linking two of Andros' logo ideas by putting the bowl on a city landscape; however, Toby pointed out that this might mislead the users as it was not a landscape of Newcastle.
     - Justyna drew a few logo ideas, using just the letter "D". Most team members really liked the one with a chef's hat so she promised to make a digital version of it.
   - Implementation:
     - Daniel had some issues with jpeg and png images that caused errors in Android Studio, but he managed to fix them.
     - Alex did not have enough time to finish the toolbar.

- Marketing:
    - Yousaf showed the draft presentation for Dragon's Den. The whole team was happy with the content and made a few suggestions on what the focus of the presentation should be: put emphasis on students in Newcastle because this is what makes our application unique; last slide should say "any questions?"; use the phrase "cookbook in your pocket" to emphasise the fact that students can use it wherever they are; make it clear that our application is not just a list of instructions – it teaches users HOW to cook thanks to features such as the essentials guide and glossary.

4. **Dragon's Den:**
   - John said that the presentation does not need to include any financial information, we just need to talk about the app's features.
   - The whole team decided that the presentation needs to include:
       - The app's core and additional features
       - The target market
       - The impact of our app (benefits to the user)
   - Daniel suggested that we should bring the GUI designs drawn by Ariela to the presentation in order to show what the final version of the application is going to look like because the GUI shell will not look exactly the same as the deigns.
   - Yousaf suggested that it would be a good idea if we brought food for the Dragons to show that it will really help students to learn how to cook. For example, we could bake cupcakes or cookies using a real recipe that will be included on the GUI shell.
   - We will practice next week on Monday as the whole team. Jennifer suggested that the Heads of Marketing should present it to the rest of the team members as if we were the Dragons. Then we should give constructive feedback and allow them to present again.
   - Dragon's Den presentation starts at 2:45 in room 10.05 in Claremont Tower, but we need to arrive at least 10 minutes earlier. The whole presentation will be 15 minutes long, which means that we will have 10 minutes to present and 5 minutes to answer any questions.
   - All team members need to dress smartly for the presentation.

5. **Any other business:**
   a) From next week (until Christmas holidays) our formal meetings on Fridays will start at 14:00.

6. **Date and place of next meeting:**
    - Informal meeting on Monday 30th November between 13:30 and 15:00 to practice for Dragon's Den. Location to be confirmed.
    - Informal meeting on Tuesday 1st December at 13:00 to practice before Dragon's Den presentation starts. Location to be confirmed.
    - Formal meeting on Friday 4th December from 14:00 to 15:00 in the Rack Computer Cluster.

7. **Tasks to complete by Monday:**
    - Team members who completed their research: use Justyna's research as template to alter your research documents.
    - The Heads of Marketing: finish the Dragon's Den presentation, come up with a script and figure out who is going to change the slides.
    - The Implementation Team: complete the GUI shell.
    - All team members: decide upon the final logo idea.

Meeting closed at 17:00.