Meeting Minutes – Team 18

Location: The Rack Computer Cluster
Date: Tuesday 16th February 2016
Time: 12:00

Attendees:

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

Agenda Items:

1. **Apologies for absence:**
   Ariela could not attend today's meeting, and informed the team in advance. Toby was late to the meeting.

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

3. **Implementation Progress:**
   - Alex has produced layouts.
   - Daniel will complete the navigation draw and tab view.
   - Lewis is working on the toolbar.
   - Daniel will begin writing implementation sections of the documentation on Friday while the rest of the implementation team work on their sections.
   - We are aiming to have Phase One front-end complete by the 19th Feb.

4. **Database**
   - Toby is still working on the database. The implementation team will begin integrating the database into the front-end next week.
   - The back-end should be fully functional within the next two weeks.

5. **Documentation**
   - Daniel will work on the implementation team's section on the specification following the Friday meeting.
   - Yousaf has outlined the remaining sections of the spec to be completed by various team members.

6. **Designs**

- Alex is looking into UML designs, which needs to be discussed with Ariela on Friday. These need to be completed by the 23rd Feb (Internal Deadline).
- Toby and Yousaf came up with several poster ideas and the team gave feedback. We discussed that the poster should focus on providing more detail than a typical advert, as it needs to provide people with the information they're looking for at a glance.

7. Date and place of next meeting:
- Friday 19th February at 14:00 in the Rack.
- Tasks to complete for the next meeting:
    - Team members will suggest any ideas to be included in the Essential Skills section of the app.
    - Alex will have looked into UML designs.

Meeting closed at 12:50.