

Meeting Minutes – Team 18

Location: The Rack Computer Cluster
Date: Tuesday 9th February 2016
Time: 12:00

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. Programming Progress:

- Daniel is focused on splitting all of the activities into fragments to make the application more efficient.
- The programming sub-team is going to meet after this meeting is finished to ensure that everyone knows what they are responsible for.

4. Designs:

- The designs for Eating Out, Search and Essentials Guide sections are done and available on GitHub (note: the Google Drive link will now be deleted).
- Alex will clarify with John what is meant by “design diagrams” as the deadline for all designs is on the 26th of February (there is no mark associated with this deadline).

5. Sub-Team Meetings:

- Alex asked the sub-team leaders to organise more meetings to ensure that everyone is clear on what needs to be done.
- The design sub-team is no longer needed as all of the designs are now complete. This means that everyone who is not on the programming team (Andros, Ariela, Justyna and Yousaf) is working on the final specification now. Yousaf will upload the task list onto our Facebook page so that the workload can be distributed between us.

6. Any Other Business:

- Please ensure that the files uploaded to GitHub do not have a colon as part of their name because it's a reserved character.
- Andros prepared a list of the essentials guide. We will need public licence images for some of the essentials (please ensure that all of the links are kept for the references section in the final specification).
- Yousaf filled in some of the missing parts of the final specification. He went through the current state of it, explaining what else needs to be done.
 - Software design is the biggest part that is missing at the moment, but the programming team needs to finish some parts of the application before it can be done.
 - Alex will alter the Gantt chart and contingency plan which also need to be included in the specification.
 - Remainder: the final deadline for the final specification and Trade Fair poster is the 11th of March.
- Everyone should update their own timesheets on Google Drive to ensure that we are keeping track of how long we spend on the team project work.

7. Date and place of next meeting:

- Friday 12th February at 14:00 in the Rack.
- Tasks that should be completed before next Friday:
 - A functional database (with no search function).
 - Phase one should be completed by then (this means that all of the designs should be implemented).
 - Yousaf and Toby will try to come up with a final idea for the Fair Trade poster.

Meeting closed at 12:35.