Meeting Minutes – Team 18

Location: The Rack Computer Cluster
Date: Friday 26th February 2016
Time: 15:00

Attendees:

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

Agenda Items:

1. **Apologies for absence:**
   Yousaf could not attend today's meeting, and informed the team in advance about his absence.

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

3. **Implementation Progress:**
   - No progress has been made since the last meeting.
   - The implementation sub-team will meet on Monday between 10:00 and 13:00 to work on the technical section of the specification.

4. **Database:**
   - Toby has been catching up on writing queries before implementing them as methods to ensure that they are formed in the correct way. The queries will be done by Tuesday.
   - Testing 2 entries took a very long time because uploading records from the Excel template cannot be automated. However, Toby's aim is to finish the back-end stuff by Friday.
   - Searching the recipes by name and foreign keys were discussed.

5. **Documentation progress:**
   - Essentials:
     - The tutorials are getting done by Ariela and Justyna; however, these are not our priority at the moment as we need to focus on the final specification, and there is no database for the tutorials yet.

- Specification:
  - Daniel checked our design diagrams and gave us feedback:
    - We were missing "case diagrams" and screenshots.
    - The diagrams should be numbered and each of them needs to have a description explaining what it represents.
  - We need to expand the dependencies and constraints section by adding more detail.
  - Justyna will upload the list of what else needs to be improved onto our Facebook Group.
  - The internal deadline for the final specification is Friday 4th of March, the actual deadline is Friday 11th of March.

6. **Trade Fair Poster:**
   - Nobody tried to make another version yet.

7. **Any Other Business:**
   - All team members need to update their timesheets on Google Drive. Please include the Tuesday meetings on them.

8. **Date and place of next meeting:**
   - Tuesday 1st of March at 12:00 in the Rack.
   - Tasks to be completed by Tuesday:
     - Toby: database queries.
     - Ariela: read the specification to check for grammar and spelling mistakes.
     - Alex: add design diagrams to the specification and check it for grammar and spelling mistakes.
   - Tasks to be completed by Friday:
     - Final specification.
     - Poster for trade fair.

Meeting closed at 16:00.