

Meeting Minutes – Team 18

Location: The Rack Computer Cluster
Date: Tuesday 2nd February 2016
Time: 10:00am

Attendees:

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

Agenda Items:

1. Apologies for absence:

Andros was late, arrived at 10:24.

2. Approval of minutes of previous meeting:

The minutes were approved by all team members.

3. Internal deadlines:

- The deadline for the final system is Friday 22nd of April, which gives us 7 weeks to finish all of the tasks (11.5 weeks including the Easter holidays).
- From now on each task will be split into smaller parts and the deadlines for each part will be either Tuesday or Friday's meetings.
- More time needs to be left for improvements, which is why the whole task will always need to be done for the last meeting just before the final deadline.
- A hard copy evidence of internal deadlines (i.e. a printed copy of the work) has to be brought to meetings to ensure that the work is complete on time.

4. Progress reports:

- Team leaders (Alex, Justyna) and sub-team leaders (Ariela, Daniel, Yousaf) must write weekly reports and bring them to Tuesday's informal meetings.

5. To do list:

- Design Diagrams and UI Designs is our next assignment, which must be done by Friday 26th February/Tuesday 1st March. To start working on this task Ariela will bring all of the hard copies of the GUI designs to the next meeting and the whole team will decide what else needs to be designed and/or improved.

- The Final Requirements Specification needs to be done by Friday 11th March. To start working on this task Yousaf needs to look at the draft specification and the feedback we received for it to decide which parts need to be added/improved. Also, Yousaf should bring a plan of what must be done for the next meeting. Alex suggested to mark the incomplete sections in red and give a detailed description of what they need to include. Side note: The Test Plan is complete, but more test cases will be added once the programming team develops the app further.
- The Poster for Trade Fair needs to be done by Friday 11th March. The poster has to be informative and include the details of our system (e.g. a description and technical specifications) are more important than “design qualities” such as colours and graphics. Sample posters can be found on Blackboard, and we should use the poster produced by Team 12 as inspiration.

6. Any other business:

- Role changes:
 - Toby has experience in working with SQL databases so he will move to the implementation team. He will be responsible for the back-end stuff while Alex, Daniel and Lewis focus on the front-end.
- Recipes:
 - We will use BBC GoodFood to compile the database of recipes as they have a public licence. However, we need to keep a link to each recipe for reference.
 - To start off we need 5 recipes for each category: breakfast, lunch, starter, dinner/main dish, dessert, cocktails/drinks. For each category, we need one recipe that is vegetarian, vegan and gluten-free.
 - We must ensure that the recipes are student-friendly (e.g. not too expansive and complex to prepare).
 - During Easter holidays we will try to find seasonal recipes to be able to demonstrate how our app would be updated, but we need to focus on the core recipes first.
- Basic skills section:
 - We need to find resources for this section and decide what essential guides our app will include.
- Toby apologised for his behaviour at the end of Semester 1. Alex told John about it, who wrote an email to Toby that gave him a “wake-up call”.
- Arriving on time to meetings:
 - Timing will be stricter from now on.
 - All team members need to ensure that they are not late for the meetings by more than 10 minutes. And please let us know on the group chat if you are going to be late.
 - The strike system will be used again. All members are allowed to be late 3 times as long as this doesn't occur consistently.

7. Date and place of next meeting:

- Friday 5th of February at 14:00 in the Rack.
- Tasks to complete for the next meeting:
 - Daniel – share the link to Android Studio tutorials on our Facebook group (not the chat) so that the whole team can access them.
 - Yousaf: work on the final specification.
 - Toby: design the database.
 - Justyna and Andros: combine the recipes.
 - Ariela: bring all of the GUI designs.

Meeting closed at 10:50.