

Meeting Minutes – Team 18

Location: The Rack Computer Cluster
Date: Friday 12th February 2016
Time: 14:00

Attendees:

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

Agenda Items:

1. Apologies for absence:

Toby Dent is absent because he is ill. Andros was late to the meeting (arrived at 14:12).

2. Approval of minutes of previous meeting:

The minutes were approved by all team members.

3. Programming Progress:

- Daniel split most of the activities into fragments (i.e. separate pages) to improve the structure of the application.
- Images of correct sizes are needed (i.e. different resolutions for different screen sizes) so that the memory issues we have at the moment can be fixed. The images can be found using the links from the recipes references. Alex is the only one who has Photoshop so he volunteered to take care of this task.
- Toby promised that, even though he is absent from the meeting, he will work on the database from home. We will check up on his progress during Tuesday's meeting.
- We can borrow an Android phone from the School of Computer Science reception to check how our application runs on real hardware.

4. Documentation progress:

- Ariela printed off the references for design resources, she will send them to Yousaf so that they can be added to the final specification.
- Yousaf will upload the list of tasks to our Facebook page so that the whole team can follow the documentation progress.
- Justyna's task is to complete a table with the functional and non-functional requirements of our application.

5. Any Other Business:

- Justyna asked when is it going to be possible to start the testing process. The implementation team agreed that the app should be ready for this stage on Tuesday.
- Ariela will be absent from the informal meeting on Tuesday - Daniel was nominated to take the meeting minutes.
- Design diagrams are mainly UML diagrams. To complete them we should use the feedback for the draft specification and lecture material.
- Yousaf and Toby have started discussing ideas for the Trade Fair.
 - The poster should be based on the final product, so we cannot include features that will not be available on the final version of the application.
 - For now, Alex asked Yousaf to create a template for the poster that will include all of the features we are planning to implement. It is easier to cut out some information rather than trying to quickly come up with it before the deadline.

6. Date and place of next meeting:

- Tuesday 16th February at 12:00 in the Rack.
- Tasks that should be completed before next Tuesday:
 - Andros: complete the essentials guide list and the database Excel file by adding more gluten-free recipes.
 - Implementation team: complete phase one of the application so that testing process can begin.
- Tasks that should be completed before next Friday:
 - Implementation team: a working database.
 - Documentation team: complete the final specification.

Meeting closed at 14:30.