

# Meeting Minutes – Team 18

**Location:** The Rack Computer Cluster  
**Date:** Friday 11<sup>th</sup> March 2016  
**Time:** 14:00

## **Attendees:**

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

## **Agenda Items:**

### **1. Apologies for absence:**

Toby arrived at 14:15 and Andros arrived at 14:25.

### **2. Approval of minutes of previous meeting:**

N/A – Ariela did not type up the minutes from the previous meeting yet.

### **3. Database Planning:**

N/A – we did not cover this point.

### **4. Specification:**

- The current version of the specification is 1.2.3.
- Daniel still needs to add references for implementation and the table of contents needs to be updated after he is done. We also need to add the timer to the features section.
- If we add any extra features to DYNE from this point onwards, we will need to describe them in additional documentation. This will be submitted with the final system.
- The testing plan is done and it consists of about 40 tests which cover every single feature and the database.
- All team members checked the contribution matrix and we made final changes to it.
- The specification and test plan will be submitted by Justyna within the next hour.

### **5. Any Other Business:**

- Plan for Easter Holidays:
  - Daniel and Alex are staying in Newcastle to implement DYNE. On Tuesday (15<sup>th</sup> of March) Daniel will send a to-do list to all members of the implementation sub-team.
  - Yousaf will start planning the trade fair. Some of the points that were mentioned during the meeting are:

should we bake something instead of buying sweets to advertise DYNE? Should we have a specific dress code? How many mobile phones are we going to use? Style of delivery and content of information.

**6. Date and place of next meeting:**

- Friday 18<sup>th</sup> March at around 13:30 on Skype.

**Meeting closed at 14:50.**