

Meeting Minutes – Team 18

Location: The Rack Computer Cluster
Date: Friday 19th February 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:

Andros was 4 minutes late to the meeting (arrived at 14:09).

2. Approval of minutes of previous meeting:

The minutes were approved by all team members. Great job Daniel!

3. Implementation Progress:

- Phase one is not finished yet as Daniel is trying to solve some issues with the drawer and a tab host. Daniel will try to fix the drawer first so that Alex can continue working on his tasks while the tab host is being fixed.
- The formatting is nearly done, just some of the colours and measurements need to be adjusted.

4. Database:

- Toby is experiencing some issues with the software that connects to the database, which unfortunately means that the main database will not be done by next Friday. Toby will try to complete a local database for Friday, and then upload it onto the server.
- The essentials list will also need to be put into the database, so Andros and Toby will work on it together.

5. Documentation progress:

- Essentials:
 - Andros completed the glossary, which includes equipment relevant to the recipes we currently have.
 - Justyna compiled a list of videos that could be used to create text-based content for the tutorial section. She uploaded it onto the Facebook group and all team members should add further resources to it.

- Specification
 - Justyna came up with 20 functional requirements and is currently working on non-functional requirements.
 - Ariela finished the “deliverables” section and design references.

6. Designs:

- Ariela and Alex will meet on Monday to work on the design diagrams to ensure that they are done by Tuesday.

7. Trade Fair Poster:

- The technology section of the poster will definitely include location and Facebook integration as the implementation team is confident that these features can be done on time.
- The script for the poster is nearly finished so the Marketing sub-team will start working on the graphics now. The colours will be kept the same as in the Dragon's Den presentation.

8. Any Other Business:

- Andros found the rest of the recipes and he will update the Excel database file.

9. Date and place of next meeting:

- Tuesday 23rd February at 12:00 in the Rack.
- Tasks that should be completed before next Tuesday:
 - All team members: find tutorials for the essentials guide and add them to Justyna's file.
 - Alex and Ariela: complete the design diagrams.
- From next week all Friday meetings will start at 3pm.

Meeting closed at 14:40.