Meeting Minutes – Team 18

Location: The Rack Computer Cluster
Date: Friday 20th November
Time: 16:00

Attendees:

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

Agenda Items:

1. **Apologies for absence:**
   N/A.

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

3. **Sub-Teams' progress reports:**
   - The Implementation Team had a meeting on Wednesday this week which lasted two hours; unfortunately, they were unable to start coding as GitHub accounts and files have not been set up beforehand. GitHub is now set up and all of the files were uploaded by Daniel, so the team will meet again next week to start implementing the UI shell. We are behind the schedule, however, the Implementation Team is confident that the UI shell will be ready for the Dragon's Den presentation.
   - The Design Team decided not to create a Photoshop version of the UI design because most team members thought that it is unnecessary since the UI shell will be ready for Dragon's Den.

4. **Dragon's Den:**
   - The Heads of Marketing will start working on the presentation next week. The main focus of the presentation will be to show off the brilliant features of our application – a tutorial app for students that will help them to learn how to cook a range of recipes, from very basic to more advanced.
   - During the next meeting the whole team will compile a definite list of features that we plan to implement so that they can be included in the presentation.

5. **Any other business:**
   a) Yousaf has still not received any response from the cookbook's publisher so he will try to contact them again.
   b) The feedback for our research results on existing systems that are similar to our idea said that it is not consistent. All of the applications that the research was based on should be compared using the same criteria. Therefore, the whole team needs to read all of the research documents and decide which one is the best quality. The rest of the research documents will need to be changed so that they match the chosen one.
   c) Alex and Justyna asked John whether we can use "grate" as the name of our application. He said that we need to ensure that the existing app on iTunes Store does not have trademarks as they could prevent us from using this name. Alex checked the trademark databases and "grate" by itself does not exist on the UK's database. Although it does exit on the US database, we should be able to use it. Therefore, the whole team decided that "grate" will be the name of our application.

6. **Date and place of next meeting:**
   - Informal meeting on Tuesday 24th November from 11:00 to 13:00 in Room 333, Robinson Library.
   - Formal meeting on Friday 27th November from 16:00 to 17:00 in the Rack Computer Cluster.

7. **Tasks to complete by next week:**
   - Lewis: upload research results onto the team's Facebook page.
   - Team members who completed their research: improve the research documents to ensure they are consistent in style.
   - Heads of Marketing: prepare the Dragon's Den presentation.
   - The Implementation Team: complete the UI shell.
   - Andros: design a couple of ideas for the logo with a few colour variations.

Meeting closed at 16:45.