

Meeting Minutes – Team 18

Location: YourSpace, Robinson Library
Date: Tuesday 27th October
Time: 11:30am

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. Tie breaker:

At the last meeting we decided that a person who will have the final say during voting will be chosen at the start of each meeting in case the votes will be equal. The names of all team members were written on pieces of paper and put into a hat. Daniel's name was pulled out so he became the tie breaker for this meeting.

4. Team Contract (due on Friday 30th October at 17:00; a minimum of 1,500 words):

a) Positions and roles:

- They can change during the progress of creating the app because different stages will require more attention.
- The team decided to include these positions:
 - General Team Leaders
 - Design Team Leader
 - Implementation Team Leader
 - Testing Team Leader
 - Secretary
 - Heads of Marketing
- The Design and Implementation processes will be split into two teams. Their job will be rotated to ensure that we are always designing and implementing features at the same time. For example, once one team finishes designing a feature they will begin implementing it, and at the same time, the second team

will be designing another feature. When the second team is ready to implement their design, the first team should be finished with their implementation process so that they can start designing a new feature. Every time a new feature has been implemented, the testing team will test the feature alone, and the whole project to ensure that adding this feature did not break anything else. The whole app should work correctly before another feature is added. We will try to make sure that at least one person in the testing team did not design/implement the feature that is being tested.

- This **design, implement, test cycle** is going to be our approach for completing this project.
- The specific roles of each position will be listed in the team contract.
- b) Standards:
 - Issues that were discussed include:
 - Professional behaviour (for example: not turning up to meetings, or turning up late, and the consequences)
 - Documentation
 - Code format
 - Meetings
 - Ways of communication
 - Back-ups of files
 - Deadlines
 - Reports
 - Testing style
- c) Meeting formats:
 - The agenda will be released at least 24 hours before the meeting.
 - Each team member is required to read the minutes of the previous meeting.
 - Extra informal meetings will take place every Tuesday (time will be dependent on lectures).
 - There was a suggestion for the two design/implementation teams to have separate meetings between each other; however, we decided not to take this approach. The main reason is that everyone should know what is going on within the project in case someone becomes ill and has to be replaced.
- d) Minutes:
 - Will be taken for every meeting and distributed by the Secretary.
 - All team members are required to read minutes of previous meeting before attending the next meeting.

- e) Contingency plans:
 - Issues that were discussed include:
 - First point of contact in case any problems arise
 - The critical path
- f) Disciplinary actions:
 - Issues that were discussed include:
 - 1 warning per term if a team member doesn't attend a meeting without notice or a valid reason.
 - 3 warnings per term if the team member notifies about their absence with a valid reason.
 - Last person to show up to a meeting has to bring sweets/snacks for the whole team for next meeting.

5. Draft project plan:

- a) Software process model:
 - The team agreed on using the Evolutionary Development Model. This means that:
 - We will have two smaller groups working on each feature.
 - The design/implementation teams will take the requirements of each feature into account while working on it.
 - A prototype of the UI for Dragon's Den does not need to be completely designed (listing the inputs and outputs of each feature should be enough).
 - UI design will come before making the mini-games.
- b) Some team members have already completed their research, which resulted in new ideas for the features our app should include:
 - Adding allergy advice (such as nut-free), nutrition values and dietary requirements (such as vegan) for each of the recipes.
 - Filtering the recipes by allergies and dietary requirements.
 - Compiling shopping lists for each of the recipes.
 - Step by step instructions for each recipe, and the user will need to confirm that they have completed a step before moving to the next one.
 - The mini-games will have a food theme and they will show up between some of the steps (for example, if the user has to wait for 20 minutes while their food is in the oven).
 - Completing recipes will unlock new recipes; uploading a photo of the completed recipe will unlock several good recipes; mini-games will unlock in-app content (such as profile upgrades).

6. Risks:

- Different types of risks were examined during the contingency plans discussion.

7. Any other business:

- Uploading team assignments via NESS:
 - All team assignments will be handed in by Alex or Justyna as they are the General Team Leaders.

8. Date and place of next meeting:

- Formal meeting on Friday 30th October from 4pm to 5pm in the Rack.
- Informal meeting on Tuesday 3rd November from 11.30pm to 1.30pm in SU - TBC.

Meeting closed at 2:35pm.