Meeting Minutes – Team 18

Location: The Rack Computer Cluster
Date: Friday 4th December
Time: 14:00

Attendees:

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

Agenda Items:

1. **Apologies for absence:**
   Justyna is not feeling well, she gave us a notice about her absence.

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

3. **Sub-Teams' progress reports:**
   - Design:
     - The only activity that has not been designed yet is the Essentials Guide Activity. Before this can be done, the whole team needs to decide what kind of guides the app will include.
   - Implementation:
     - There are currently some issues with the menu bar which Daniel will try to sort out. Once this is fixed he will split the work between the members of the implementation sub-team.
   - Marketing:
     - We received 9/10 for the Dragon's Den presentation – well done Yousaf and Toby for your hard work!

4. **Research:**
   - Andros, Daniel and Justyna have done their research and uploaded it to our Facebook group. Lewis and Toby still need to complete and upload their research documents by Monday so that we can look at all of them together and ensure that the style is consistent.

5. **Draft Specification:**
   - The deadline for this assignment is 16th December.
   - Toby's suggestion was for the design team to write the draft specification because they completed most of their work, and the implementation team should focus on app development; however, Alex said that the whole team should take part in completing this task.
   - We went through the sample specification and the specification template found on Blackboard to see what needs to be done.
   - Alex suggested that we should pick a leader for this assignment who would keep track of who is writing each part of the specification and what tasks still need to be completed. Writing weekly sub-team leader reports is also one of the tasks to be completed by this leader. Yousaf was chosen to be the leader – Andros and Toby agreed to be his main helpers.

6. **Any other business:**
   - Toby asked whether we need to have a meeting as the whole team on Tuesday. He said that we could just check-up using our Facebook group as this would allow each sub-team to focus on their tasks. Alex said that the purpose of Tuesday's meetings is to get all sub-teams together. We will also need to look at all of the research documents together to ensure that they match, and go through the draft specification.
   - Toby asked whether we will be shifting the sub-teams next semester. Alex said that we will talk about it on the first meeting after Christmas holidays. Meanwhile, all team members should think about what they would like to do next semester and if they would prefer to have a different job.

7. **Date and place of next meeting:**
   - Informal meeting on Tuesday 8th December at 11:00 in the Rack Computer Cluster.
   - Formal meeting on Friday 11th December from 14:00 to 15:00 in the Rack Computer Cluster.

8. **Tasks to complete by next week:**
   - Monday: Toby and Lewis need to upload their research to the Facebook group.
   - Tuesday:
     - Ariela needs to amend the Recipe Activity design so that it has space for a reference.
     - Draft Specification team: break up the components of the specification and decide on the format.
     - Sub-team leaders need to write weekly reports.
     - The whole team needs to come up with a list of subjects that will be included in the Essentials Guide so that the next Activity can be designed.

Meeting closed at 15:00.