

Meeting Minutes – Team 18

Location: Room 333, Robinson Library

Date: Tuesday 3rd November

Time: 13:00

Attendees:

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

Agenda Items:

1. Apologies for absence:

Toby Dent could not attend the meeting because of personal reasons.

2. Approval of minutes of previous meeting:

The minutes were approved by all team members.

3. Draft project plan:

a) Tasks:

- Semester 1 (phase one of the implementation process):
 - Daniel and Ariela demonstrated Android Studio to the team members. This helped us to work out what kind of tasks will need to be completed by the end of phase 1.
 - We need to build the database and partially populate it so that we have enough content for Dragon's Den presentation.
 - Activities and Fragments (that are the equivalent of Java classes) we will most likely need: the Main Activity, Recipes Activity, Essentials Activity and Glossary Activity.
 - We will gather image resources in two ways. Firstly, Alex and Andros have good quality cameras which we can use to take photographs of our own recipes (and the local restaurants we will include in our eating out guide in phase 2 of the implementation process). Secondly, we will use already existing images that are copyright free.
 - The marketing team will need to prepare the Dragon's Den speech / presentation.
 - Peer review is one of the assignments.
 - Draft requirements specification document and test plan will need to be handed in to NESS.

- Semester 2:
 - Design Diagrams and UI Diagrams.
 - Final requirement specification.
 - Poster for the Fair Trade.
 - Final system submission to NESS.
 - Trade fair.
 - Peer review.
 - Final system demonstration.
- b) Teams:
 - To start working on the system we will split into one design team that will work on the Main Activity, one database team, and one resources team.
 - The marketing team (Toby and Yousaf) will work on the Dragon's Den presentation. In semester two they will also be responsible for the trade fair poster, the trade fair itself and the demonstration of the final system.
- c) Timeframe / Timeline:
 - We have until 1st of December to finish the main interface and most of the functions as well as some of the database so that we can present a working prototype during Dragon's Den.
 - On 16th of December the whole database and image resources should be done.
- d) Deadlines:
 - Final deadlines for each of the tasks and assignments will be confirmed on the project plan.

4. Any other business:

- a) Tasks due for Friday 6th November:
 - Team members who were researching existing apps similar to our system need to write provide research evidence that can be used for the requirements specification.
- b) Ongoing tasks:
 - All team members need to ensure that they document their progress as this information will be needed for the final requirements specification.

5. Date and place of next meeting:

- Formal meeting on Friday 6th November from 16:00 to 17:00 in the Rack Computer Cluster.
- Informal meeting on Tuesday 10th November from 12:00 to 14:00 in the Robinson Library.

Meeting closed at 14:00.