

## Minutes for Meeting Number Eleven

### Agenda:

- Roles
- HTML Document
- QA Assessment sheet
- Timesheet Deadline
- Contracts
- Further Points

### Meeting Outcomes:

**Roles** - Alex B has Q's about roles, are sounds and videos for iteration 1 or 2? A: It depends on how far along the group is with the project, if ahead of schedule then 1 and if not then 2.

**HTML Doc/Website** - Isn't included in the WBS/QA as an oversight. Alex B will head the website and start writing the html.

**Timesheets** - Reminder that the deadline for the previous weeks timesheets is Wednesday 5pm on the following week.

#### **Contracts** -

- Currently the group has some agreements, contract templates are to be drafted by Alex F.
- Supervisor must sign the contract and Stuart Porter is hard to locate due to illness/strikes so the 2nd supervisor should be contacted.
- Text is not a needed library
- Only 2 groups are using Android - issue
- Contracts done and signed by Tuesday 27th Feb

**QA Analysis** - To be filled in by all group members ASAP.

#### **Further Points** -

- Discussed shopping list with multiple recipes, for the first iteration the list will treat recipes separately.
- Videos will be stored on the device and not the server.
- Alex B will create our own thumbnail for the app.