Minutes for Meeting Number Fourteen [1 Hour]

Agenda:

- Group catch up

- Task assignment (Battle Plan)   NOTE THAT JACK HAS NOW ASSIGNED TASKS IN THE GOOGLE DRIVE SPREADSHEET

- QA Assessment

- Finance

- Advertisement

- Additional points (misc, brought up throughout the meeting)

- Client Meeting with Stuart Porter

Meeting Outcomes:

Catch up - Marco (Group leader) has mainly added to existing work over the break and Jack has completed the contract for the media libraries before the deadline and they were accepted by the other groups. Group priorities were discussed and all members agreed that until the design and construction deadlines have been met then that is their priority, this would be the 3rd May, the main concern of the group after that is the final presentation. Marco raised the point that the delegation of work through Trello was not that effective and has thus created a 'battle plan' document on the google drive with all the remaining tasks, this is prioritised left to right and includes task numbers/time estimated as well as iteration numbers.

Finance (Finance Manager) The timesheets MUST be in for the 5pm Wednesday deadline as the cashflow must be available on a weekly basis? As it stands some people are not putting all the task information in the sheets and hours done are £10,000 less than expected, so it is encouraged that some more hours are done. Although this doesn't take into account the lull in hours over the holidays. The finance manager also brought up that the cashflow must be represented in a hybrid format, with actual timesheet pay data up to the current date and then forecast added to it to show the full project length and outcome.

Task assignment - [NOTE THIS MAY HAVE CHANGED, check the official document]

- StJohn - Task 2

- Kevin - Task 4/5

- Alex B - Shopping list, to be contacted

- Jeremy - Tasks 8/7

- Jack - Will assign further tasks on the document

- Alex F - TBD

QA Assessment Alex F (QA/Docs) is yet to read all of the group member's self assessment sheets although they have all been uploaded. This will be covered in next week's meeting on the 23rd April.

Advertisements - The group discussed at length the type of advertisement to be used within the app, with the marketing manager making it clear that most user's disliked all adverts - in particular banner ads that restricted a user's view of the screen/recipe. An alternative would be a pop up ad although further research into this can be done. This should be decided before the group's final presentation so it can be shown to the client.

Misc points -

- Eggtimer is a poor design

- Alex B not present to discuss task assignment for the shopping list and should be contacted

- Filter icons could be the official vegan/vegetarian icons

- Filter icons are too large and need to be downsized

- Filter icons are not colour blind friendly

- Some fonts must be purchased so the group doesn't have much choice in what to use

- User profiles would be difficult to create and require large server/database work, perhaps to be included in a future iteration

Client meeting - Stuart reiterated that the term 'supervisor' is loose and he would only supervise the group if we were going in completely the wrong direction. Stuart seemed content with the way the group was working and happy with the app's progress, some points he made:

- Recipe of the day could be from total favourites in a time period

- Having user created recipes could throw up some safety issues until moderated in terms of allergies and dietary issues

- If it is clear that something can't be added then it can be moved to a future hypothetical iteration, the group must have a plan for approx 1 year after this release.