Minutes for Meeting Number 6

All group members were present at 3pm in Room lm225.

Agenda:

- Discuss what each group member has done since the last meeting.

- Reiterate roles to each other.

- Discuss Design features in detail

- Discuss Deadlines and where the focus should be

- Begin planning the Functional Specification and Quality Assurance Manual.

Meeting Outcomes:

Work done since last meeting:

- Marco - Google calendar set up and sent to all users on Slack, features all meetings and important deadlines.

- Alex. F - Researched the documentation required to get a better understanding of what must be submitted and how to write it.

- StJohn - Conducted large amounts of online research into competitors such as Good-Food and BBC recipes.

- Jeremy - Raised concerns about document requirements such as 'graphics' and the positioning of multimedia.

- Jack - Requirement's list and possible software delegation to other group members.

- Miranda - Making progress with finance; Ad costs/subscriptions/wages/CPA.

Roles

- Marco - *Project Manager*

- Jack - *Lead Software Developer*

  - Directing all other members of the group during the software development phase of the project.

  - Ultimately deciding whether the features and ideas are fully realisable within the code.

- Kevin - *GUI Developer*

  - Designing and drafting the GUI

  - Implementation and testing of GUI

- Jeremy - *Design and Specification Manager*

  – Quality control

- Alex. B - *Multimedia Design Engineer*

  – To source/create all media elements of the project with proper referencing. Video/Sound/Images
  – Possibly overseeing all content (recipes) that make it into the app.

- Miranda - *Financial Manager*

  – Business plan with both relevant reports
  – Control all wages to ensure the company stays within budget and does not go bust.
  – Performance review ?

- Alex. F - *Documentation and QA Manager*

  – Provide minutes of all meetings
  – Oversee and ensure the high quality of all documents produced by the group.
  – Delegate what should be written and by whom for the needed documents.

- StJohn - *Marketing Manager*

  – Initial research into competition
  – Looking specifically into the reviews of competitor apps/websites - take positives and negatives to change our project correspondingly.
  – How to sell this product?
  – Write the presentation to be delivered to supervisors.

Design & Focus Further discussion of the design took place and individual notes were taken by the Design Manager. As the deadlines for the FS (2nd Feb and assessable) and QA Manual (5th Feb A draft and not immediately assessable) are close this is where the group's focus should lie, especially on the FS.

FS Planning Collaborative planning for the FS. Note that it discusses the user's interaction with the software and NOT the implementation. The whole group put forward ideas into a shared notes document available on the google drive.

QA Planning Alex. F has delegated each group member to write their own section about their role within the group following the sample available on the internal web. Jack will provide a section of the coding practices and diagramming he wishes the group to follow whilst programming. Further sections are to be decided.

Further Plans

In the coming days the design team will continue to sharpen the ideas into being ready for the functional specification. This will include diagrams and written descriptions of all features. A design meeting will take place on Friday 26th, attendance is optional.

All members will provide their own write up for the QA on their role within the group. This should (but not necessarily) follow the structure given in the sample QA on the internal web. These should then be uploaded to google drive in the *Important Documents - QA Documents* folder.