Minutes for Meeting Number Ten

Agenda:

- Financial Report 1 & Finance

- QA Self - Assessment Sheet

- Presentation review

- Software Deadlines

Meeting Outcomes:

Presentation - The meeting opened with a quick review of the presentation held by the group for the financial backers on the 19th February. Points made:

- Structure could have been improved

- USP's should have been more strongly put across to the supervisors. Mainly the hands free gesture control of the app. Perhaps the group focused too much on the social media side.

QA Self - Assessment Sheet - The QA/Docs manager will send this out on the evening of the 21st Feb with details on how to fill it in, it should be completed before the 28th February.

Financial Report 1 & Finance - The financial manager had several issues; namely that we are currently £1000 over budget (although the budget is subject to change so this isn't a major issue); after recalculating the finances required a £5000 buffer will be added to avoid issues like this in the future. The first Financial report has a deadline of 23rd February:

- Must include cashflow, to be completed by the Financial Manager

- Must show real vs forecast expenditure, any 10% deviancies must be followed up upon by the financial manager.

- All group members must finish up to the 12th February for their timesheets.

- Ward's email with all items needed in the report is to be forwarded to the group from the FM.

- There is a discrepancy with a meeting on the 16th January.

The QA/Docs manager suggested having one large excel sheet for all group members, this was postponed until the first financial report deadline. The FM now has a mandatory schedule for the timesheets, the previous week must be fully completed by the wednesday of the following week at 5pm. A separate spreadsheet for task completion will be filled in by the PM and QA/Docs on the 22nd February.

Software - Drop in sessions with the Software Manager for anyone who needs it. Dummy GUI is to be produced from defaults on android studio if required. Reminder that the deadline for the first iteration/prototype in the 16th march. The software manager is hopeful that this will be met.