

Meeting 1 Agenda

Date: 12/09/19

Time: 7:30 PM

Attendees: Jasmine, Conrad, Michael, Elias

Agenda items:

1. User Manual Documentation
2. File Type Sharing
3. Decision to drop Camera Gallery(?)
4. Camera activity polish
5. Main menus backgrounds
6. Documentation updates

Outcome:

Action Item:

1. User manual -Elias
2. Pdf and bp only -Conrad
3. Last chance, otherwise drop
4. Camera -Michael
5. Backgrounds -Jasmine
6. Documentation -2nd week of iteration

Notes:

Meeting 2 Agenda

Date: 17/09/19

Time: 8:30 PM

Attendees: Jasmine, Conrad, Michael, Elias

Agenda items:

1. User Manual Documentation Progress
2. Camera Progress
3. PDF/BP File Implementation Progress
4. Feedback Sheet Progress
5. Background Progress
6. UAT finalisation.

Outcome:

1. Research into user manual documentation for other applications has yielded a useful structure/outline for the team to commence work on creating a rough draft.
2. Minor formatting issues.
3. Nearly complete, no foreseeable issues
4. Not started
5. Done
6. As soon as all UX issues fully resolved.

Action Item:

1. Prepare a rough draft of user manual by Thursday (19/09/19).

Notes: