

Meeting 13 | Minutes

Meeting date | time 21/10/19 | 11:00 | Meeting location Library LMO 225

Meeting called by	Whole Team	Attendees
Type of meeting	Weekly Scheduled	Cameron Smith (cs1869) Elec Eng
Facilitator	Oliver Still	Eric Walker (ew1150) Comp Eng
Note taker	James Gardner	James Gardner (jadg502) Elec Eng
Timekeeper	James Gardner	Oliver Clarke (odjc500) Mus Tech
		Oliver Still (os705) Mus Tech
		Stijn Marynissen (sm2174) Mus Tech

AGENDA TOPICS

Time allotted | 10 | Agenda Topic Discuss Previous Meetings Actions |

Discussion: To address any actions from previous meeting and check all tasks are progressing on track. Address any issues that have arisen over the week.

Functional Specification Draft looks good. Well done everyone for contributing to that.

QA Manual QA Metrics were meant to have been completed by today. Most of them still need completing.

Technical Manager - 1 More and time frames for the others.

QA Manager - 1 More.

Finance Manager - 1 More and expand on measurements.

Conclusion: Check QA Metrics have time frames and are measurable. Could be after each iteration for example.

#	Action items	Person responsible	Deadline
1	Complete QA Metrics	All	24/01

Time allotted | 15 | Agenda topic Functional Spec | Presenter James Gardner

Discussion: To further refine the feature descriptions in the functional specification. Everyone should respond with questions about each feature... what further information would you like to know about that feature if the customer had asked you to include it. For example, if they ask "I want user accounts for people" the information you might want to know is: Do they have usernames? What information from user do you need? What ASCII characters can usernames be made up from? e.t.c.

Conclusion: As soon as feedback for functional spec comes in a few people should quickly run through it and fix any issues as the final hand in is on 24/01. Hand in is at the General Office so will need printing out.

#	Action items	Person responsible	Deadline
2	Read through functional specification and check for spelling mistakes and grammar issues.	All	24/01

Time allotted | 5 | **Agenda topic** XML Schema | **Presenter** James Gardner

Discussion: Project Wide Standards need to be agreed by 13/02. Would be good to have a head start on this, especially if we need anything unusual in the XML Schema.

Conclusion: Daniel expressed an interest in creating a schema so has been assigned to do this task.

#	Action items	Person responsible	Deadline
3	Create an XML Schema for storing a presentation.	Daniel Bishop	27/01

Time allotted | 15 | **Agenda topic** Group Demonstration | **Presenter** Oliver Still

Discussion: A 15-minute group presentation of your product idea, and your group's QA and design philosophy - aiming to convince the chief customer and Financial Backer to support your company's bid. Presentation needs to focus on the product but also the proof of its financial viability. Good financial plan for the future of the product.

Conclusion: Everyone needs to come up with a short statement about their role in the company and their responsibilities within the company and how they are going to shape the company and product and help create a product that is financially viable.

As Oliver Still is not going to be at the group presentation he'll provide any information he wants to get across at the presentation and James Gardner will be responsible for the section of the presentation describing the product features.

Extra Notes:

Absentees:

Che McKirgan

Daniel Bishop