Agenda for Meeting 27

Google Team Meeting - 13/04/2020

1. Preliminary Notes

PLEASE LOG ALL HOURS PRIOR TO MEETING - ANY HOURS NOT LOGGED MAY NOT BE COUNTED.
https://clockify.me/tracker

DETAIL ANY WORK IN THE PROJECT LOGS DOCUMENT.
https://drive.google.com/open?id=1UoxLxdoGk54coTCkKp6ua9c_hubeAf0A97k5pXFMSyQ

2. Meeting Agenda

Brief note on mental health.

Logging hours on Clockify:
    No testing & integration was logged for Iteration 3.
    Some logs are being formatted incorrectly.

TutorPoint Project - Updates for Iteration 4:
    017 - Mirror Whiteboard
        Oli Still, Che
        Can we grab Dan for half an hour?
    029 - Text Chat
        Oli Clarke
    032 - Dynamic Home Screen
        James, Stijn
    021 - Whiteboard Text
        Cameron
    022 - Whiteboard Access Control
        Oli Still, Che
    023 - Presentation Sharing
        Dan, Eric
    027 - User Stream Select
        James, Stijn
    028 - Tutor Switch Presentation View
        (Complete)

    Which stories will be finished / overdue? 023 027 overdue
    How to use the listener thread on the client side?

HTML:
    Updates to HTML website (present to team).
    Plan for the HTML website next iteration (2 people to start development).
    New project category on Clockify.

QA Metrics:
Report to Cameron or James any missing metric logs.

Other Deliverables:
HTML Tour
Financial Report III
Financial Summary Report
Demonstration and Sales Presentation

3. Closing Notes

LOG HOURS NOW - https://clockify.me/tracker

Have a good week!

Next meeting 14:00 - 15:00 Thursday 16th April.