

SwEng Group 2 Meeting 3 | Minutes

Meeting date | time 28/10/19 | 10:00 | Meeting location Library LMO 225

Meeting called by Whole Team
Type of meeting Weekly Scheduled
Facilitator Oliver Still
Note taker James Gardner
Timekeeper James Gardner

Attendees

Cameron Smith (cs1869) Elec Eng
Che McKirgan (cwjm501) Comp Eng
Eric Walker (ew1150) Comp Eng
James Gardner (jadg502) Elec Eng
Oliver Clarke (odjc500) Mus Tech
Oliver Still (os705) Mus Tech
Stijn Marynissen (sm2174) Mus Tech

AGENDA TOPICS

Time allotted | 5 | Agenda topic Discuss Previous Meetings Actions | Presenter Project Manager

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.

Conclusion Nothing to discuss from previous week.

Time allotted | 10 | Agenda topic Assign Team Roles | Presenter James Gardner

Discussion: To discuss the value of assigning specific team roles as per example QA Manual and Stuart's suggestions.

Possible roles include:

Project Manager
Finance Manager
Design and Specification Manager
Lead Programmer
Marketing Manager
QA and Documentation Manager
Testing and Integration Manager

Conclusion: Everyone will think over for the next week and decisions will be made on Monday.

Action items	Person responsible	Deadline
Decide on two or more roles each person would like to do	All	4/11 10:00

and to read about what these roles will likely involve.		
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Time allotted | 40 | Agenda topic *Choosing a Project* | Presenter *Oliver Still*

Discussion: Narrowing down the project choice by developing them more. This was done on the whiteboard with all members suggesting features for each project.

Conclusion: Projects fleshed out more but waiting till meeting with Stuart Porter before final decision. Hoping Stuart will help understand the scope and potential issues with each project.

Action items	Person responsible	Deadline
Think of questions for Stuart and add them to the 'Questions for Stuart' Document.	All	31/10 11:30

Time allotted | 5 | Agenda topic *Clockify and Timesheet* | Presenter *James Gardner*

Discussion: Informing everyone of the need for a formal timesheet with pay information as per financial requirements of the project.

Conclusion: People need to make their names on Clockify their full name and make sure to track any work they do on Clockify as this is an official document for managing pay and work done.

Action items	Person responsible	Deadline
Make sure Clockify account has full name.	All	04/11 10:00

Extra Notes:

Daniel Bishop (dmb537) was absent due to illness.