Meeting # |Minutes

CUBIXEL

Meeting date | time *30/03/20 | 11:00 |* **Meeting location** *Google Hangouts*

		Attendees
Meeting called by	Whole Team	Daniel Bishop (dmb537)
Type of meeting	Weekly Scheduled	Oliver Clarke (odjc500)
Facilitator	Oliver Still	James Gardner (jadg502)
Note taker	James Gardner	Stijn Marynissen (sm2174)
Timekeeper	James Gardner	Che McKirgan (cwjm501)
		Cameron Smith (cs1869)
		Oliver Still (os705)
		Eric Walker (ew1150)

AGENDA TOPICS

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

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

Please make sure you log your entries with the correct iteration number:

'Iteration 3' Mon - Wed.

'Iteration 4' Thurs - Sun.

Make sure you've logged your hours for the past week.

There are lots of surplus hours due to timings being affected by other modules and corona so everyone has up to 20hrs per person this iteration.

Time allotted | *10 |* **Agenda topic** *Changes to Module Specification* **| Presenter** *Oliver Still*

Discussion: We received changes to the specification provided by the University. Main change is due to the sales presentation.

https://drive.google.com/open?id=1fXb7HFBq-dtjmGdIjd8sO6sXgceJLwVj

This presentation will be made and people can start adding to it and we'll begin editing it.

Conclusion: Closing

#	Action items	Person responsible	Deadline
1	**Create presentation**	**Oliver Still**	**30/03**

Time allotted | ** *10* **| Agenda topic *End of Iteration 3* **| Presenter** *Oliver Still*

Discussion: Dan and Eric have suggested using discord and screen sharing with video chat to simulate pair programming.

We discussed the current state of each user story and any issues.

Development:

        018 - Whiteboard Pens - 100%

        019 - Whiteboard Shapes - 60%

        032 - Dynamic Home Screen - 20%

Refactoring:

        006 - View Account Details

        007 - Update Account Details

        010 - Create Presentation Object

        015 - Change Presentation Slide

Overdue:

        012 - Image Handler - 100%

        017 - Mirror Whiteboard -

        029 - Talking in Text Chat - 45%

Time allotted | ** *10* **| Agenda topic *Start of Iteration 4* **| Presenter** *Oliver Still*

Discussion: User stories for next iteration are 021, 022, 023, 027, 028

021	*"As a user I want the digital whiteboard to allow text input so that I can quickly type c*
028	*"Presenter is able to switch the main view between slides and a digital whiteboard"*
022	*"In private session, presenter can control learner access to a shared digital whiteboa more easily to the presenter."*
023	*"A presentation can be hosted by a tutor and be viewed by students as the tutor mov so that the presenter can coalesce data efficiently before the lesson is live."*

027	*"User selects a lesson and is taken to the main lesson room, showing current slide, p*

#	Action items	Person responsible	Deadline
2	Create Trello Card and write requirements for Story 021 and 022	Cameron and Oli	02/04
3	Create Trello Card and write requirements for Story 028	James and Stijn	02/04
4	Create Trello Card and write requirements for Story 023	Dan and Eric	02/04
5	Create Trello Card and write requirements for Story 027	James and Stijn	02/04

Time allotted | *5* **| Agenda topic** *QA Metrics* **| Presenter** *Oliver Still*

Discussion: Everyone needs to be maintaining their QA Metrics

#	Action items	Person responsible	Deadline
6	QA Metrics on Testing	Dan and Eric	Date / Time

Extra Notes: