

Meeting 18 | Minutes

Meeting date | time 24/02/20 | 11:00 | Meeting location Library LMO 225

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

AGENDA TOPICS

Time allotted | 0 | 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.

Conclusion: Last week was stressful but we survived.

Time allotted | 5 | Agenda topic Hours | Presenter Oli Still

Discussion: Has everyone logged hours. There will now be a hard limit on reporting hours, if they aren't logged by Sunday then they won't be counted, just log them straight away. It will be more precise.

Weekly hour limit: 11 Hours per iteration of programming hours. 5.5 Hours each week. Should be about 10Hrs each week total time including personal role tasks.

There are two iterations over the easter break.

Conclusion: Closing

Time allotted | 10 | Agenda topic User Stories | Presenter Oli Still

Discussion: If you are adding new user stories append them to the end of the list. This must be discussed with the financial and project manager for approval.

More requirements need writing for the user stories that remain.

Scrapping velocity estimates. Not useful. Just using Ideal days (8Hrs a day)

Conclusion:

#	Action items	Person responsible	Deadline
1	Write requirements for the user stories that need them	Che, James	28/02/20

Time allotted | 10 | **Agenda topic** QA Manual | **Presenter** Oli Still

Discussion: Adjustments to each role, risks for most of your responsibilities.

Time scales for each metric.

Conclusion: Closing

#	Action items	Person responsible	Deadline
2	Set timings for metrics.	Stijn, Cameron	24/02/20
3	Fill out risks for most of your role responsibilities	All	24/02/20

Time allotted | 5 | **Agenda topic** Group Contracts Contracts | **Presenter** Oli Still

Discussion: We are working with Goose Software Design group. Agreed what we modules we will be doing. Due this Friday, specifications for the modules we need.

Conclusion: Closing

#	Action items	Person responsible	Deadline
4	Write specification for the Group Contracts	Dan, Eric	26/02/20

Time allotted | 10 | **Agenda topic** Testing and Integration Plan | **Presenter** Oli Still

Discussion: Can copy a lot from the QA. Testing and Integration plans need a lot more detail. Use of Mocking. Starting with tests at the base level. What the process is, the approval process, variable names, testing names, testing process for functions.

It could be a good idea to email stuart and tony often to get some information regarding this document.

Conclusion: <https://drive.google.com/open?id=171QQgw2JLn-SZvJq-jUyJqM6iJdmrzjJ5V7z5WLawH4>

#	Action items	Person responsible	Deadline
5	Testing and Integration Document	Dan, Eric	6/03/20

Extra Notes:

Need to think about content that we will use to show off products. BRING THIS UP EVERY WEEK TILL TIME PRESSURE MAKES US DO SOMETHING.