Meeting 12 |Minutes

Meeting date | time *13/01/20 | 11:00 |* **Meeting location** *Library LMO 225*

		Attendees
Meeting called by	Whole Team	Cameron Smith (cs1869) Elec Eng
Type of meeting	Weekly Scheduled	Che McKirgan (cwjm501) Comp Eng
Facilitator	Oliver Still	Daniel Bishop (dmb537) Elec Eng
Note taker	James Gardner	Eric Walker (ew1150) Comp Eng
Timekeeper	James Gardner	James Gardner (jadg502) Elec Eng
		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.

Conclusion: Everyone had the best Christmas ever.

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

Discussion: No feedback as of yet about the QA Manual but it looks to be in a good place. Hand in is Monday Week 5. We should arrange a time to discuss this before hand in to check any issues or changes.

We need to make sure that we are completing documents as we laid out in the QA Manual. Documents such as the "Test Your Agility" agility or making sure you are hitting your QA Metrics and completing the tasks you set yourself.

Feedback arrived during meeting. Looks like we need to improve people QA Metrics, the email notes and feedback will be placed on the Google Drive.

Conclusion: Closing

#	Action items	Person responsible	Deadline
1	Book the same room as last time for date prior to hand in of QA Manual. Thursday/Friday before hand in.	James Gardner	20/1
2	Look at QA Manual Feedback and implement changes. Make sure all roles have at least three QA Metrics that are measurable and testable.	All	20/1
3	Design a better front cover of QA Manual	Cameron	20/1

Time allotted | *5* **| Agenda topic** *Financial Report* **| Presenter** *Oliver Still*

Discussion: Financial Business Plan hand in Friday Week 5.

Conclusion: Closing

#	Action items	Person responsible	Deadline
4	All of the team need to log hours.	All	N/A

Time allotted | *10* **| Agenda topic** *Functional Specification* **| Presenter** *Oliver Still*

Discussion: Sort of a collection of user stories and draft hand in is Monday Week 3 and actual hand in is Friday Week 4. There is more information on this on the last lecture that Stuart missed due to strike action.

Is there a way to use information from Trello for time of function completion? There is a way but it's messy so will have to write it manually.

Conclusion: Closing

#	Action items	Person responsible	Deadline
5	Add notes section on trello cards that help keep track of dates of iterations and such.	Oliver Still	20/1
6	Email Stuart about if user stories are suitable for functional specification.	Oliver Still	13/01

Time allotted | *10* **| Agenda topic** *Programming* **| Presenter** *Oliver Still*

Discussion: How are we going to begin the project and start programming. Should we let a couple of people build the initial layout and structure.

Conclusion: James and Che should meet and look at the initial layout and structure to give the rest of the group somewhere to begin/a reference to how the program will work. Get a login screen running and communication with a server.

#	Action items	Person responsible	Deadline
7	Book a library room for meeting up on Wednesday.	James Gardner	13/01
8	Basic program structure and login screen and data structures server side.	Che and James	15/01

Extra Notes:

Meeting times have now changed to 11am due to other commitments.