

# Meeting 35 | Minutes

Meeting date | time 14/05/20 | 14:00 | Meeting location Google Hangouts

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

## Attendees

Daniel Bishop (dmb537)  
Oliver Clarke (odjc500)  
James Gardner (jadg502)  
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.

Time allotted | 5 | Agenda topic Exam Updates | Presenter Oliver Still

**Discussion:** OS is now full time sweng.

OC - No Exams  
EW - 28th Exam Digital Comms  
JG and CS Analogue Exam on Tuesday  
CM - No Exams  
DB - Late exams

Time allotted | 5 | Agenda topic Iteration 7 | Presenter Oliver Still

**Discussion:** 025 - Webcam Streaming to Server

Going to use OpenCV for the webcam. All the media streaming is now  
It's now set up to capture video but not sound yet.  
60% complete.

Testing

Test any bugs that have been fixed in iteration 6.

#	Action items	Person responsible	Deadline
1	Test any bugs that have been fixed in iteration 6.	Eric	17/05

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**Time allotted | 5 | Agenda topic** Unit Tests | **Presenter** Oliver Still

**Discussion:** There is now a checklist that needs ticking off. Lots of the modules are quite difficult to test. Everyone should focus on the easiest modules to test and then deal with the harder ones later.

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

Marketing

Completed everything except pricing. Oli will be working on the Financial Summary so Cameron and Oli should discuss the pricing strategy. Need to come up with projections on users signing up for the next five years. Looking at Twitch or MyTutor examples. This is for the financial summary and presentations.

Lots of QA Metrics have been left behind and need finishing.

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#	Action items	Person responsible	Deadline
2	Pricing strategy and prediction meeting. 6pm	Oli, Oli, Cameron and James	16/05

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Extra Notes:

James and Oli Still are having a meeting with Stuart tomorrow so fire any questions you have for Stuart to Oli.

Individual reports need to be cross checked amongst the group.

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#	Action items	Person responsible	Deadline
3	Presentation and HTML	All	28/05
4	Personal Reports	All	31/05

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Stijn Marynissen (sm2174) agreed absence