

Meeting 32 | Minutes

Meeting date | time 30/04/20 | 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)
Stijn Marynissen (sm2174)
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 End of Project | **Presenter** Oli Still

Discussion: 4 Weeks left until the end. Although people are going to be doing exams it's worth maintaining some presence on the project as there is still work to be done. With this iteration Merge lots of things had to be unplugged for it to boot so all these modules need properly integrating. This is the time when people need to make sure their modules are working.

Time allotted | 5 | Agenda topic Restrictions on GitHub Branches | **Presenter** Oliver Still

Discussion: There has been a lift on the number of approvals on push requests to dev from 2 to 1. This is to make it easier for pushing changes.

Time allotted | 10 | Agenda topic Iteration 5 Merge | **Presenter** James

Discussion:

032 - Dynamic Home Screen

James, Oli Still

85%

027 - User Stream Select

James, Stijn

80%

025 - Webcam Streaming to Server

Che

The integration of all of these modules needs to be taken under the control of a single small group. This should be done in the next few days and people can be called in when needed to help with their modules.

#	Action items	Person responsible	Deadline
1	Dan to look at integrating the Session modules with the help of the members responsible for their modules.	Dan + Others	1/05

Time allotted | *Time* | **Agenda topic** *Iteration 6* | **Presenter** *Oliver Still*

Discussion: Only two user stories left for this iteration and the ones that are overdue.

Time allotted | *Time* | **Agenda topic** *Financial Report and Summary* | **Presenter** *Oliver Still*

Discussion: Financial report is complete and summary is due in week 6.

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

Discussion: Financial report is complete and summary is due in week 6. QA Metrics need completing.

#	Action items	Person responsible	Deadline
2	QA Metrics	All	1/05

Extra Notes: