

# Agenda for Meeting 38

Google Team Meeting - 25/05/2020

## 1. Preliminary Notes

PLEASE LOG ALL HOURS PRIOR TO MEETING - ANY HOURS NOT LOGGED MAY NOT BE COUNTED.

<https://clockify.me/tracker>

DETAIL ANY WORK IN THE PROJECT LOGS DOCUMENT.

[https://drive.google.com/open?id=1UoxLxdoGk54coTCkKp6ua9c\\_hubeAf0A97k5pXFMSyQ](https://drive.google.com/open?id=1UoxLxdoGk54coTCkKp6ua9c_hubeAf0A97k5pXFMSyQ)

PLEASE LOG ALL QA METRICS.

<https://docs.google.com/spreadsheets/d/1lIM76qFcgyCj8EDZnL6VFgmbY-Z1y42ggKphVbs37eM/edit#gid=839283935>

## 2. Meeting Agenda

### TutorPoint Project - End of Iteration 7

025 - Webcam Streaming to Server

Che

90%

Likely going to 'freeze' the repository after Thursday if approved by JG and CM.

### Unit Tests / Bug Fixes

At least 90% should be done now.

**The final class tests should be complete by the end of Wednesday.**

### Assigned Tasks

OS	- Presentation, Report
OC	- Presentation (Finances), Report
JG	- Tests/Bugs, Presentation (Roadmap), Report
CS	- Presentation (Marketing), Report
CM	- Tests/Bugs, Presentation (Roadmap), Report
SM	- Presentation, Report
DB	- Tests/Bugs, Report
EW	- Tests/Bugs, Report

### Meeting With Client - Thursday

Going to organise a meeting with Stuart Porter for Thursday.

Branches to be pulled on Wednesday.

Any questions to ask, let me know.

### QA Metrics

All looking good!

**Last set of recordings need to be done on Thursday.**

**Internal Deadlines for Deliverables****29th May - Presentation & HTML****31st May - Personal Sweng Reports****Other Deliverables**

Demonstration and Sales Presentation - Due Monday 1st June

Everything Else - Due Thursday 4th June

### 3. Closing Notes

LOG HOURS NOW - <https://clockify.me/tracker>

Have a good week!

Wash your hands.

**Next meeting 14:00 - 15:00 Thursday 28th May.**