Meeting 28 |Minutes

Meeting date | time *16/04/20 | 11:00 |* **Meeting location** *Google Hangouts*

		Attendees
Meeting called by	Whole Team	Daniel Bishop (dmb537)
Type of meeting	Weekly Scheduled	Oliver Clarke (odjc500)
Facilitator	Oliver Still	James Gardner (jadg502)
Note taker	James Gardner	Stijn Marynissen (sm2174)
Timekeeper	James Gardner	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.

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

PLEASE LOG ALL QA METRICS. https://docs.google.com/spreadsheets/d/1llM76qFcgyCj8EDZnL6VFgmbY-Z1y42gqKphVbs37eM/edit#gid=839283935

Time allotted | *10 |* **Agenda topic** TutorPoint Project - End of Iteration 4**| Presenter** *Oliver Still*

Discussion:

    017 - Mirror Whiteboard
        Oli Still, Che
        Complete. Now just lots of bug fixing.
    029 - Text Chat 60%
        Oli Clarke
        Completely redesigned with a design more closely built similar to the whiteboard.
    032 - Dynamic Home Screen 80%
        James, Stijn
        Not yet finished, ground works done with it but the final look and implementation is not yet complete.
    021 - Whiteboard Text

Cameron

No Change.

022 - Whiteboard Access Control

Oli Still, Che

This is not yet properly implemented

023 - Presentation Sharing

Dan, Eric

Getting there. You can now upload files and download. But final implementation needs to wait until we understand how we are implementing the final stream.

027 - User Stream Select

James, Stijn

No Change.

028 - Tutor Switch Presentation View

(Complete)

General:

Please go onto the dev branch and check your stuff still works and let Daniel or Eric know if not (preferably sooner rather than later)

Conclusion: Closing

Time allotted | *10* **| Agenda topic** Start of Iteration 5 **| Presenter** *Oliver Still*

Discussion:

032 - Dynamic Home Screen

James, Stijn, Oli Still

023 - Presentation Sharing

Dan, Eric

027 - User Stream Select

James, Stijn

029 - Text Chat

Oli Clarke

024 - Presentation Video Sharing

Dan, Eric

025 - Webcam Streaming

Che

030 - Subject Profile List

This is already completed.

Conclusion: Closing

#	Action items	Person responsible	Deadline
	Stories on trello need compleeting	**Name**	**Date / Time**
	Topic 1	**Name**	**Date / Time**

Time allotted | *Time* **| Agenda topic** Tokens Vs UserID **| Presenter** *Oliver Still*

Discussion: Using UserID as it is used on the server, will prevent multiple logins.

Time allotted | *Time* **| Agenda topic** HTML **| Presenter** *Oliver Still*

Discussion:

Oli Still and Cameron will now work on the HTML
Oli Still will also be working on the CSS application design with Stijn.

Conclusion: Closing

Extra Notes: