# Agenda for Meeting 37

Google Team Meeting - 21/05/2020

## 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**

**PLEASE LOG ALL QA METRICS.**

**https://docs.google.com/spreadsheets/d/1llM76qFcgyCj8EDZnL6VFgmbY-Z1y42gqKphVbs37eM/edit#gid=839283935**

## 2. Meeting Agenda

**TutorPoint Project - Iteration 7**
> 025 - Webcam Streaming to Server
> > Che
> > 70%

**Unit Tests / Bug Fixes - Complete by the end of this Iteration**
> James' new testing checklist.

**QA Metrics**
> Many are still missing - please do them ASAP!

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

**Other Deliverables**
> Financial Summary Report - Due TOMORROW
> Demonstration and Sales Presentation - Due Monday 1st June

## 3. Closing Notes

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

Have a good week!

Wash your hands.

**Next meeting 11:00 - 12:00 Monday 25th May.**