Minutes: Meeting with Yang He

**Firstly, we need to decide who wants to be the project lead?** – Charlotte and I are both happy to do this, Ben/Rich?

## We can find on Moodle:

1. Learning Outcomes
2. Deliverables
3. Examples

## General Notes:

* We need to use Agile methodologies
  + This is all similar to what we did in the Software engineering module last year
  + Iterations
  + Pair Programming
* Week 21 is the poster fair, it should be the completed by then. Week 23 is the deadline for group hand in and week 24 for individual reports.
* We will have a weekly meeting with Yang to discuss progress, problems etc. This will be formal and will to a degree influence our grade.
  + I suggest that we have regular scheduled meetings as opposed to ad-hoc?

## Iterations

Each iteration, every 2/3 weeks, the project should be a finished product. This may be an exception for the first couple of iterations. We need to do the following for each iteration:

1. Outline what we want to achieve at the end
2. Write a test plan
3. Carry out the tests outlined in the test plan
4. Write an evaluation
   1. How well we did
   2. What we have achieved
   3. What we have learnt
   4. What we will do different next time

## Over Summer (Important)

* Gather requirements/Market Research (extensive) – looking at what is already out there and what is good and bad? What will make our product unique – we need to think of a *good* USP.
* Identify all of the documents that we are required to deliver
* Think about the skills that we may need to acquire and start to find resources and build out capability.
  + We should all look at a different part, become ‘expert’ in that and then share with the other group members.
* Risk analysis - what is the risk of carrying out the project?
* Feasibility Study
* Identify a baseline for our Quality Assurance (QA) Document
  + What will our standard be? Achievable but good quality? How will we measure this, quantitative or qualitative feedback, or both?
* Create a standard document template
  + Including date created, date modified, title, author etc.
* Think about drafting an initial project plan and then a detailed plan for each iteration; including:
  + Gantt Chart
  + Network Diagram
  + Use cases

**I think that there is a lot to do and all of the above we are ‘expected’ to do before our first meeting with Yang.**