**DMC**

**DATE: 31 August 2018**

**TIME: 13:45 – 20:00**

**ATTENDEES** Tom Gibbs, Elliot Chester, Henry Crofts

***GROUP MEETING @ PROGRAMMING LAB, ATRIUM***

**Meeting Aim:**

* Inform client ASAP of Vuforia licensing issue.
* Provide summary of application to client as per client meeting 28 August 2018.
* Provide app summary to Simon Parkin of the Eastern Daily Press for inclusion within the paper.

**Meeting Minutes:**

All team in attendance. Henry was delayed by traffic, updated the team.

Elliot emailed Chris to provide the group with a JIRA board. This has been set up for the team. Tasks will be added from the development plan.

Tom received email from Simon Parkin of the Eastern Daily Press, requesting more information regarding the museums AR project after Basil had approached him to discuss it briefly.

Team will produce app summary for basil as a priority (as this was promised before the close of business on Friday 31 August), then contact Simon.

Word document summarising the applications overall function, (main) screens, available user input on main screens, screen transitions and AR events was produced.

Before the team was able to complete the document and send to the client, the team were alerted to Vuforia’s licensing policy by a Vuforia developer responding to a forum post. The response explained how Vuforia v6.0.0 and newer are affected in the public domain and how applications using the API can be distributed.

The terms of service will prevent us from publicly distributing our planned application at Diss museum.

Team contacted the client by email to explain the issue, detailing the problem and explaining the different levels of license that could be purchased to resolve this issue – leaving the choice open to the client. The application summary was attached to the email and reference made to the newspaper having contacted the team.

Client responded by email advising they think the monthly license is likely to be the most suitable (USD99).

Team acknowledged the client’s decision and advised we could receive this money at a later date, closer to the exhibition. Also advised client we will respond to the newspaper now we know how to proceed.

After confirming that the project can proceed – the team drafted and sent an email to Simon Parkin outlining the aim of the project.

Tom is abroad for the next week, from Sunday 2 September – Tuesday 11 September. Team will arrange a team meeting after Tom’s return to continue work on the project.

Tom will have reduced access to email accounts while away, but will check emails daily in case the client accidentally emails only Tom as has happened before. If the client should raise an issue while Tom is away and he cannot join by call, email or instant messenger - Elliot and Henry will respond to the client.

**Tasks for the current week:**

* **Populate JIRA task backlog with all anticipated tasks**