Meeting 18

Location: RKC
Date: 30/05/2023
Time: 12h - 12h40
Attendees: Ana, Connall, Dawid, Tom, Giuseppe, Roman, Ophelia

Key items discussed

1. Main updates:

   - Main focus for all teams this week:

     - Finance: produce graphs for presentation

     - Marketing: complete their section of presentation, notes and slide information

     - HTML tour: almost complete, final formatting in text to edit

     - Documentation team to review User Manuals:

       - Fauna Finder

       - Icarius

   - Software:

     - Finance team: finish Icarius entities testing

     - Ana: further testing

     - Others: work on completing everything for the final deliverables

Action items	Owner(s)	Deadline	Status
Presentation	All teams	01/06/2023	In progress
HTML Tour	Documentation, Media, Software	04/06/2023	In progress
User Manuals	QA, Media, Documentation	06/06/2023	Documents completed, reviewing
Testing	Software	05/06/2023	In progress

Meeting 17

Location: 3rd floor Electronics
Date: 27/04/2023
Time: 12h - 12h30
Attendees: Connall, Harry, Ophelia, Tom, Dawid, Giuseppe

Key items discussed

2. Main updates:

   ○ Main focus for all teams this week:

      ■ Finance: work on Financial Report 3 & upcoming Final Financial Summary

      ■ Documentation & Media: work on HTML tour

   ○ Software:

      ■ Tom & Ophelia: Icarius entities and testing

      ■ All available team members either writing tests or programming

Action items	Owner(s)	Deadline	Status
Financial Report 3	Finance	04/05/2023	In progress
Final Financial Summary	Finance	25/05/2023	To be started
HTML Tour	Media, Documentation	04/06/2023	In progress

Meeting 16

Location: The Link
Date: 13/03/2023
Time: 10h - 10h30
Attendees: Ana, Connall, Dawid, Tom, Giuseppe, Roman, Ophelia

Key items discussed

3. Main updates:

    - Main focus for all teams this week:

        - Test and integration plan

        - First iteration

    - Software:

        - Finance team: Icarius entities and testing

        - Ana: further testing

        - Oscar: How to use the app page completed. This week: further work on the information part of the Android app.

Action items	Owner(s)	Deadline	Status
First iteration		17/03/2023	In progress
Test and Integration plan	Management, Documentation, QA	17/03/2023	In progress

Meeting 15

Location: The Link
Date: 06/03/2023
Time: 10h - 10h30
Attendees: Connall, Dawid, Tom, Giuseppe, Oscar, Harry, Ophelia

Key items discussed

4. Main updates:

   ○ Finance team: financial report 2 -> add graphs and complete the explanations

   ○ Software: Finance team carry on working on Icarius entities.

   ○ QA team: test and integration plan → needs to be started

   ○ Marketing & Docs: carry on xml tour.

Action items	Owner(s)	Deadline	Status
Financial report 2	Finance	10/03/2023	In progress
Test and Integration Plan	QA, Documentation, Management	17/03/2023	In progress

Meeting 14

Location: The Link
Date: 27/02/2023
Time: 10h - 10h30
Attendees: Ana, Connall, Dawid, Tom, Giuseppe, Roman, Ophelia

Key items discussed

5. Main updates:

   ○ QA team:

      ■ A lot of progress on testing, moved on to Android

      ■ This week: work on integration and testing plan due week 10

   ○ Finance: financial report 2 will come up soon so start gathering data

   ○ Software: Finance team to work on entities on Icarius.

- Marketing & Docs: work on xml tour. Marketing focuses on Design and Docs on the written content

Action items	Owner(s)	Deadline	Status
Media Handler Contracts signing	Management	28/02/2023	In progress
Finance report 2	Finance	10/03/2023	In progress

Meeting 13

Location: Courtyard
Date: 20/02/2023
Time: 10h - 11h
Attendees: Ana, Connal, Dawid, Tom, Giuseppe, Ophelia, Harry, Oscar, Roman, Ethan

Key items discussed

6. Discussed Tender Presentation performance

7. Main updates:

   - Finance team: focus on financial report

   - Software: everyone to work on it on Thursday at the lab.

   - Management: close contracts with other team

Action items	Owner(s)	Deadline	Status
Media Handler Contracts Exchange	Management, Documentation, Software	Wednesday (signing?)	In progress
Financial report 1	Finance	24/02/2023	In progress

Meeting 12

Location: The Link
Date: 13/02/2023
Time: 10h - 11h
Attendees: Ana, Connal, Dawid, Tom, Giuseppe, Ophelia

Key items discussed

8. Main updates:

    ○ Finance team:

        ■ Financial report is underway (template was created)

        ■ Content for tender presentation to be created

    ○ Software: distributed the work so that everyone knows what they are doing.

    ○ Marketing & Docs: Tender presentation still needs Finance and Marketing input, as well as QA and Management.

Action items	Owner(s)	Deadline	Status
Group tender	Documentation, Marketing	20/02/2023 - 21/02/2023	In progress
Media Handler Contracts Exchange	Management, Documentation, Software	Wednesday (signing?)	In progress
Financial report 1	Finance	24/02/2023	In progress

Meeting 11

Location: The Link
Date: 08/02/2023
Time: 10h - 11h
Attendees: Ana, Connal, Dawid, Tom, Giuseppe, Ophelia

Key items discussed

9. Main updates:

   ○ Finance team: The Financial reports need writing (there is one that is due soon)

      ■ Can create a template for the rest of them

   ○ Software: There is an overall lack of knowledge on how an android app works, therefore Giuseppe has supplied the link for the documentation for it and for s to learn how to program in it so everyone can contribute "evenly" to the code writing process.

   ○ Marketing & Docs: Group tender is coming along. Needs Finance and Marketing input, as well as QA and Management. Ana will try and collect main info on the sections and ask whatever is missing.

Action items	Owner(s)	Deadline	Status
Group tender	Documentation, Marketing	20/02/2023 - 21/02/2023	In progress
Media Handler Contracts Exchange	Management, Documentation, Software	Tuesday, wednesday and Thursday (discussion)	In progress
Financial report 1	Finance	24/02/2023	In progress

Meeting 10

Location: RKC cafe
Date: 08/02/2023
Time: 9h - 10h
Attendees: Ana, Alan, Connal, Harry, Tom, Giuseppe, Roman, Oscar, Ophelia

Key items discussed

10. Updates of each team

- QA: Started building tests for the server (Roman) and for the user app (Ethan)

  - Needs help

- Finance: Almost finished with the FB. Project Manager just needs to review it and agree to the contracted hours

- Marketing: App name update - FaunaFinder

  - Marketing plan and budget are finished

  - The group tender needs to be done (presentation is in progress and some research based on previous years work is being done)

  - Needs deciding on the content of the 1st and 2nd presentations

- Documentation: HTML tour needs to be done (laying the project management techniques to build this app)

- Software: The server is done however extra features that are not needed in our app need implementation e.g. shadows

  - GUI updates: key and campus menu are finished but needs developing.

  - The work is still not pushed into GitHub

Action items	Owner(s)	Deadline	Status
Group tender	Documentation, Marketing	20/02/2023 - 21/02/2023	In progress

Action items	Owner(s)	Deadline	Status
Media Handler Contracts Exchange	Management, Documentation, Software	Sunday & Monday (discussion)	In progress
Financial Business Plan Draft	All teams	Friday, 10th of February	In progress

Meeting 9

Location: The Link
Date: 30/01/2023
Time: 10h - 10h45
Attendees: Ana, Dawid, Ethan, Harry, Tom, Giuseppe, Roman, Oscar, Ophelia

Key items discussed

11. Updates:

- App info screen needs coding

- Functional Spec Document needs to go to Latex (not anymore)

- Tests need to be built for every section of the system

- We probably need a website

Action items	Owner(s)	Deadline	Status
Functional Specification Draft	Management, Documentation	Friday, 20th of January	In progress
Media Handler Contracts	Management, Documentation, Software	Friday, 20th of January	In progress
FINAL QA manual	Management, Documentation, QA	Monday, 6th of February	In progress
Financial Business Plan Draft	All teams	Friday, 10th of February	In progress

Action items	Owner(s)	Deadline	Status

Meeting 8

Location: Alcuin Kitchen
Date: 17/01/2023
Time: 10h - 10h30
Attendees: Ana, Dawid, Ethan, Harry, Tom, Giuseppe, Roman, Oscar

Key items discussed

12. Updates of each team

- QA: Needs to look at the QA manual and start thinking about the testing strategies for Software

- Finance:Started to do some research for the Financial Business Plan (needs more input)

  - Some sections are broken down and some sections were allocated to different teams so we can start working on them

  - Needs to create a template (standard document) for the financial reports

- Marketing: struggling a bit with the marketing plan

  - Needs to talk about the direction the business is taking (from a marketing perspective) to have more insight on how to do the marketing plan

  - App name ideas - FeatherFinder (most people liked it)

- Media: Almost all files are finished now, just need size reduction for Software

- Documentation: Finish contracts + Functional Specification Draft until Friday and then help at the QA manual again

- Software: Everyone needs to take a look at the Latex documentation and how to get started with it.

  - Scheduled a session to go over Java + Latex on Monday the 23/01/2023

  - People should bring their laptops if possible and take a look at the necessary documentation Giuseppe will upload

Action items	Owner(s)	Deadline	Status
Functional Specification Draft	Management, Documentation	Friday, 20th of January	In progress
Media Handler Contracts	Management, Documentation, Software	Friday, 20th of January	In progress
FINAL QA manual	Management, Documentation, QA	Monday, 6th of February	In progress
Financial Business Plan Draft	All teams	Friday, 10th of February	In progress

Meeting 7

Location: RKC
Date: 28/11/22
Time: 12h05 - 12h30
Attendees: Ana, Dawid, Harry, Tom, Giuseppe, Ophelia, Roman, Oscar

Key items discussed

13. Updates of each team

- QA: expanding on QA manual sections but still a lot to do

    - Sections 1, 8.1 finished

- Finance: expanded what needs to go in each section (need to distribute work)

    - Initial research of business plan is done (needs to be expanded)

- Design: final design of app logo → chose best design

- Marketing: marketing strategy planning (market research is done). Need to come up with app name (any suggestions welcome - needs to be sorted by Wednesday)

    - Needs to create a persona (to create the best marketing strategy and make it personal)

- Media: started getting content → videos and images on campus west

- Decided that the About Me section should have a video and the other sections have images

- Goal is to have 5 complete sections (bird pages) by the end of this week

○ Software: minor improvements. Need to complete a to do list so that we can divide work

- Software meeting Friday, the 2nd of December at 11h-12h30

Action items	Owner(s)	Deadline	Status
QA manual draft	Management, Documentation, QA	Friday, 2nd of December	In progress
Complete 5 complete bird pages	Media	Friday, 2nd of December	In progress
Decide on app name	Marketing	Wednesday, 30th of November	In progress
Create a Documentation requirements section QA manual	Documentation	Wednesday, 30th of November	
Create short Latex & GitHub course	Software	Week 10	In progress
Research legal basis of contracts (licensing,...)	Documentation	Beginning of Spring term	
Make a to do list to then divide work	Software	Week 10	

Meeting 6

Location: RKC
Date: 21/11/22
Time: 12h00 - 12h30
Attendees: Ana, Dawid, Connall, Tom, Giuseppe, Ophelia, Roman, Oscar

Key items discussed

14. Updates of each team

○ QA: finished structuring it and started expanding QA manual sections

○ Finance: basic structure of business plan completed

- Design: changed colours of mock, initial design of app logo

- Marketing: had a look at competitive businesses. Need to come up with app name (any suggestions welcome)

- Media: nothing to update for this week

- Software: minor improvements

Action items	Owner(s)	Deadline	Status
QA manual draft	Management, Documentation, QA	Monday, 29th of November	In progress
Research legal basis of contracts (licensing,...)	Documentation	Beginning of Spring term	

Meeting 5

Location: RKC
Date: 14/11/22
Time: 12h00 - 12h55
Attendees: Ana, Dawid, Connall, Ethan, Giuseppe, Ophelia, Roman, Oscar

Key items discussed

15. Updates of each team

    - QA: researched QA manual and made basic outline / structure of it

    - Finance: research on business plan

    - Design: finished final mock

    - Marketing: research on marketing strategy

    - Media: nothing to update for this week

    - Software:

        - Server is running, shows a list of campuses available and an admin can add/remove entries

        - App runs on a phone: just shows a list of ducks

        - Wrote xml spec → to be updated after meeting with other team

16. Defined what the Monday meetings are going to be for:

- It's an update meeting
- We'll go over the current sprint and future ones
- It's the time to talk to other teams if you have any questions
17. Mondays.com:
    - Connall sets the main tasks and it's up to team managers to break them down further and organise the team

Action items	Owner(s)	Deadline	Status
Finish & submit functional spec	Documentation	Friday, 18th of November	In progress
Research legal basis of contracts (licensing,...)	Documentation	Week 10	
Work on QA draft	QA	Friday, 18th of November	

Meeting 4

Location: RKC
Date: 10/11/22
Time: 12h00 - 12h50
Attendees: Ana, Connall, Ethan, Giuseppe, Harry, Ophelia, Roman, Tom

Key items discussed

18. Draft Functional Specification progress points, decided on the finalising deadlines and discussed the missing points

19. Discussed next steps for every team (established a deadline for some tasks for next week and others to discuss over the next progress meeting)

Action items	Owner(s)	Deadline	Status
Define project document standards	Documentation	Tuesday, 15th of November	In progress
Research legal basis of contracts (licensing,...)	Documentation	Week 10	
Initial QA draft	QA	Friday, 18th of November	

Meeting 3

Location: RKC
Date: 7/11/22
Time: 12h00 - 13h00
Attendees: Everyone (:))

Key items discussed

1. Divided company into teams

2. Discussed and finalised roles:

   - CEO: Connall
   - Documentation & Communication: Ana, Ophelia
   - Design & Media: Dawid, Oscar
   - Software: Giuseppe, Harry
   - QA testing: Ethan, Roman
   - Finance: Tom, Ophelia
   - Marketing: Tom, Oscar

3. Went slightly over draft spec and design and decided to do separate meetings for them this week

Notes: Links between teams (will entail but not limited to):

20. Tom (marketing & finance)
21. Oscar (marketing & design)
22. Ophelia (documentation & finance)
23. Ethan, Roman (design & software & QA)

Action items	Owner(s)	Deadline	Status
Include feedback in functional spec draft	Ana & Ophelia	Wednesday 9th	In Progress
Meeting for functional spec feedback of team	Everyone	Week 7	
Finalise design discussions	Software and design teams and documentation	Week 7	
Email Stuart for early feedback on functional spec	Ana & Ophelia	End of Week 7	
Research QA manual	[-]	Week 8	

Action items examples	Owner(s)	Deadline	Status
Think about more specific roles within your team	Everyone	Week 8	
Submit functional spec	Ana & Ophelia		
Meeting for the Finance sector	Finance and documentation	Week 7/8	

Meeting Minutes with Stuart

Location: PP107
Date: 2/11/22
Time: 12h30 - 13h10
Attendees: Ana, Connal, Giuseppe, Ophelia, Roman, Tom

Key items discussed

4. Presented the bird guide idea to Stuart.

5. What does the functional spec need to cover?

   → It's up to us, there is no specific guideline but he said that there are a lot of examples online.

   → It's a draft so we'll get some feedback on it and will be able to make it better before final submission.

   → We don't want to add too much detail but enough so that it's not vague or too open.

6. Asked for more example of QA manual

   → He said to look at lectures that say what to include and look at the QA manual example. If we want more examples, look online.

7. He said our idea sounds good so far. We'll just have to think about the marketing (who would buy/use the app…), what future releases would have (what extra features…), and a good business plan that takes into account any licensing we would need.

8. Marketing:

   → We could ask someone at uni admin if they would theoretically buy the app, what the process would be (he said this has been done before and it would provide a more realistic aspect to our marketing and business plan)

   → Could also talk to some companies (if we have contacts) to see if they would strike an advertisement deal with us (in theory)

9. We could also ask someone at uni (maybe in the Biology department) about how often the birds change in York → could be a feature in our app?

10. What happens if one group adds an xml parameter that is not in the other group?

    → Our app can use extra tags and/or properties. It just has to deal with an app that doesn't have those tags / properties.

11. What does he mean by: a file browser highlighting media presentation files locally from files and/or remotely?

    → the client has to be able to load an xml file of their own

Meeting Minutes 2

Location:	Roger Kirk Centre
Date:	1/11/22
Time:	16h - 17h10
Attendees:	Ana, Connal, Dawid, Giuseppe, Ophelia, Roman, Tom

Agenda items

12. Decided on the bird guide idea (most voted choice). Our backup idea is the recipe guide (2nd most voted choice) and climate change platform as a 3rd option.

13. Draft specification:

    - Elements:
        - Text:
            - Names of birds
            - Description of birds
            - Where can you find them (hotspots)
            - Diet
            - Fun facts
        - Graphics:
            - Images of the birds could be round and we could put a border around them?
            - What kind of graphics would Stuart expect to see?
        - Sound:
            - Put a speaker sign (graphic) that reproduces the sound of each bird
        - Images:
            - Taking our own images from birds
        - Videos:
            - Taking our own videos from birds
            - Have to be on disk !
    - Pages (views):
        - Loading Page (before the app loads its content)
        - Landing Page/Home Screen
            - Has a list of birds

- ■ Has an item/button that enable the user to load additional birds (or content)
    - ○ Individual birds Page
  - ● Features:
    - ○ List
    - ○ Buttons
    - ○ Search functionality (including filters)
  - ● Requirements:
    - ○ XML file format (don't know yet, will have an idea after the meeting on Friday the 4th of November with the other team)

14. Further discussed roles and responsibilities (updated on the last meeting's list of roles)

15. Action items will be discussed after the meeting with Stuart on Wednesday the 2nd of November)

Action items	Owner(s)	Deadline	Status
Draft the functional spec	Ana & Ophelia	End of week 6	[Status 1, such as In Progress or Complete]
Group feedback on functional spec	[-]	Week 7	
Research QA manual examples	[-]	Week 8	

Meeting Minutes 1

Location: Roger Kirk Centre

Date: 24/10/22

Time: 12h - 12h45

Attendees: Giuseppe, Oscar, Roman, Ana, Tom, Connall, Dawid, Ophelia

Agenda items

16. Discussed roles. Interests so far:

- ● Project manager: Connall
- ● Scrum master: Giuseppe
- ● Finance / marketing team: Tom, Oscar, Ophelia
- ● Documentation: Ana, Ophelia, Oscar

- Media manager: Dawid, Oscar
- Software manager: Giuseppe
- QA Tester / Product manager: Ethan, Roman
- Graphic Designer: Dawid, Oscar

17. Went over project ideas

18. Planning next sessions:

- Note: Points to cover with meeting with Stuart include asking about the level of detail we need to cover in regards to the Draft Specification (idea description)

Action items	Owner(s)	Deadline	Status
Submit ideas	Everyone	Wed 26/10/22	Complete
Expand ideas: what the videos would be…	Everyone who submitted an idea	Thurs 27/10/22	Complete
Pick top 3 ideas	Everyone	Fri 28/10/22	Complete
Set up a meeting with Stuart		End of week 6 / early week 7	Complete