Team Meeting

Meeting called by:	James Pearson	**Type of meeting:**	General Meeting
Facilitator:	James Pearson	**Note taker:**	Becky Anderson
Timekeeper:	Becky Anderson		

Attendees: Entire Group 4

Please read:

Please bring:

Minutes

Agenda item: Item #1   **Presenter:**   James Pearson

Discussion:

Discuss the progress of the plan and current user stories being developed

James C - going to rewrite the graphics module, currently finishing off the functions and working on being able to change the size by pinching. Also working on the colour picker which is being very awkward and difficult to use. It's not amazing but he thinks it will do for the time being.

Becky - finishing up the intro pages and working on the updated marketing campaign done a lot of admin for marketing.

Nathan - started work on messaging, discussed having realtime update and update by button pressing. ideally real time update but this may not be possible in the current time frame left.

james P- reviews are done and the reviews can now include pictures. kudos also work.

Louis- showed all the updates he has done. These included having the review populate in the new feed and there was a discussion over the design on the thumbs up and start system. The decision was taken to change to the thumbs up to an original but keep the new star system.

joe- focused on the design survey and feedback this week

Conclusions:

ideally real time update messaging system

thumbs up icons for recipes going back to the original but with the new star

Action items	Person responsible	Deadline
✔ Finish the updates to the marketing campaign	Becky	25/05/20
✔ decided on if real time messaging is achievable in the current time frame	Nathan	25/05/20
✔ crack on trying to finish up the user stories	All	On going. deadline is coming up so ASAP

Agenda item: Item # 2   **Presenter:** Joe Butler

Discussion:

Discuss the survey results

Overall the survey revealed that the colour scheme was an issue. However as discussed a 16 person survey is not enough to make this decision change. Also some of the questions need rewording as they dont fit the look of the company. Also mentioned that there wasn't an ethics at the beginning of the survey

Conclusions:

Decision taken to dredo the survey. Try to get more responses and build up a bigger case before any decisions are taken

Action items	Person responsible	Deadline
✔ Rewrite the survey and send it out. aiming for above 50 responses	Joe B	ASAP
✔ ensure the ethics are correct and sent over	Becky	ASAP
✔		

Agenda item: Item #3   **Presenter:** James Pearson

Discussion:

Plan going forward.

The plan going forward is to try and finish up current user stories. Once these are done these current steps are to be taken:

-Joe and jun to check through testing and ensure the documentation was there

-Becky and James P to look into the presentation and start to plan

-James C to look into membership costs

-Louis to fix some current github issues

Conclusions:

We are in good time. All stuff should be finished in time with a bit of a push. Financially all things are also on track.

Action items	Person responsible	Deadline
✔ ^See above for action examples^		

Other Information

45 min meeting

Observers:

Enter observers here.

Resources:

Enter resources here.

Special notes:

Enter any special notes here.