

Team Meeting

Date: 10/02/20

Time: 11:00-12:00

Location: SLB/103

Meeting called by:	James Pearson	Type of meeting:	General Meeting
Facilitator:	James Pearson	Note taker:	Nathan Billis
Timekeeper:	Nathan Billis		
Attendees:	Entire Group 4		
Please read:	XML Schema on shared drive		
Please bring:			

Minutes

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

Any issues from the previous week that need addressed

Conclusions:

Discussion of the design spec. JB to clarify which user story is relevant to the design spec. LN demonstrates the functionality of Firebase, and how we're formatting Firebase.

Action items	Person responsible	Deadline
✓ Clarify which items of the design spec goes with each user story	Joe Butler	Mon (17/2/20)

Agenda item:	Item # 2	Presenter:	James Clawley & Louis Newman
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Discussion:

XML Schema written and needing confirmation

Conclusions:

JC and LN presents what was discussed in the meeting, schema has compulsory items that our presentation must be able parse. We can add our own items to the schema. Items to be added need to be presented before Thursday.

Action items	Person responsible	Deadline
✓ If additional items need adding to the schema add in the slack.	All	Thurs (13/2/20)

Agenda item: Item #3

Presenter: James Pearson

Discussion:

Getting presentation sorted for the following week

Conclusions:

Items discussed to be included:

- Presentation of overall product idea & vision
- Finance
- Marketing
- Touching on Firebase
- Iteration plan/roadmaps

See presentation for up to date ideas.

Meetings to discuss the presentation:

- **Wednesday 1200 – James Portacabins**
- **Thursday 1300 – 1500 – James Portacabins**
- **Friday 1000 – 1200 - B/M/049**

JB – redesign the logo & create mockup of meal planner for thurs.

All – add to google slides, everyone need to write up section to say

Action items	Person responsible	Deadline
✓ Add to google slide 'group tender presentations'	All	Thurs (13/2/20)
✓ Work on each section for presentation	All	Thurs (13/2/20)
✓ Create mockup of meal plan/redesign logo	Joe Butler	Thurs (13/2/20)

Agenda item: Item #4

Presenter: James Pearson

Discussion:

Any other issues the development team would like to raise.

Conclusions:

LB queries JB on if a final colour scheme has been made, group agrees that one should be finalised before the presentation.

Action items	Person responsible	Deadline
✓ Finalise a colour scheme	Joe Butler	Thurs (13/2/20)

Other Information

Observers:

N/A

Resources:

N/A

Special notes:

N/A