

# Team Meeting

Date: 27/01/20

Time: 11:00-12:00

Location: SLB/104

Meeting called by:	James Pearson	Type of meeting:	General Meeting
Facilitator:	James Pearson	Note taker:	Joe Butler
Timekeeper:	Joe Butler		
Attendees:	Entire Group 4		
Please read:			
Please bring:			

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## Minutes

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

Discuss modified User Story A2 for value and risk. Discuss organized plans for iterations and the use of Trello going forward

### Conclusions:

- Agreed to the new proposals for A2 and assigned valid risk and value parameters. Agreed at least one person other than Joe B should read to make sure there valid because of the complexity of the stories involved. Also need to make sure a reason for 'why' the stories are being implemented is added.
- All user stories updated, agreed and put on Trello.
- Graph of risk/value added, and iterations all confirmed including the new ordering of user stories and total hours for the 1st iteration.

Action items	Team member(s) responsible	Deadline
✓ Check over A1 > A8	Anyone other than Joe B	Before login/register screen is implemented fully
✓ Add reasons 'why' the following user stories are to be implemented	Joe Butler	Before next meeting (30/1/20)

Agenda item:	Item # 2	Presenter:	Joe Butler and James Clawley
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### Discussion:

Application designs for the application

**Conclusions:**

Designs rated out of 10 including comments on colour, font, functionality, overall appearance and applied functionality. Ran out of time to go through designs in full so this has been postponed to when required. Ideally before any major UI designs are implemented in Android Studio.

Action items	Team members(s) responsible	Deadline
✓ Go through designs and all comments/weightings for the different designs	Entire Group	This week if possible, otherwise at least 1 week before presentation (before week 10/12/20).

**Agenda item:**

Item #3 **Presenter:** Louis Newman

**Discussion:**

Weekly hours going forward with development of User Stories and individual roles

**Conclusions:**

No concrete decision on total amount of additional hours for each team member per week but a rough estimate of about 5 was suggested for the benefit of the financial plan. What was agreed is the total amount of hours required for coding and for the individual roles, IE Testing, Lead development should be separate.

Item #4

**Presenter:** James Pearson

**Agenda item:****Discussion:**

Thoughts on what we need in the XML Schema for the meeting with other project leaders to discuss project wide standards

**Conclusions:**

Ran out of time. XML Schema date was not re-arranged so in the next meet up this needs to be addressed.

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## ***Other Information***

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**Observers:**

N/A

**Resources:**

Design reports for all 6 designs presented, filled in and collected. Currently with Joe Butler until any further discussions on the UI are made.

**Special notes:**

N/A