Meeting Minutes

03 (Quick Meeting 2)

Monday 26th January 2015

<u>Document Control</u>

Editor	Version	Date	Update
Calum Armstrong	1.0	26/01/15	Document Produced
Calum Armstrong	1.1	02/06/15	Format editing to conform with standard

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Meeting Minutes

1.0 Attending

Alexander Cash	(ac1054)	Project manager	Yes
Calum Armstrong	(ca718)	Contracts and Documentation Manager	Yes
Daniel Berhe	(dbb503)	Specialist Software Developer	Yes
Samuel Hall	(sh1157)	Lead UX Designer	Yes
Alistair Jewers	(amj523)	Lead Software Developer	Yes
Penelope Nicole	(pen501)	Assistant Finance Manager	Yes
Emmanuel Olutayo	(epo500)	Finance Manager	Yes
Samuel Raeburn	(sr896)	Lead Software Tester	Yes
Jake Ransom	(jr829)	Marketing Manager	No
Lewis Thresh	(lt669)	Brand Manager	Yes

2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?
ALL	*Brainstorm ideas for company name*	In Progress
ALL	*Consider age group for product* *As Discussed last meeting, we will aim for no specific age range, but instead aim for a customizable product that a teacher can mold to the need of their student - any age.*	Yes
Sam R.	*Create timesheet template*	Yes
Alex	*Sign up to KanBan*	Yes
Calum	*Set up Google drive*	Yes
Lewis	*Set up Google calandar*	Yes
Alex	*Organize and present demonstration of GitHub*	Yes
Sam H.	*Upload example style file to google drive*	No
Ali, Dan	*Select a coding style* *File detailing coding style was uploaded to Google Drive*	Yes
Alex	*Email stuart regarding exactly what is required for week 4 hand in*	Awaiting Reply
Jake	*Implement an online poll for employees to complete*	No

Figure 1 - Update from previous meeting

3.0 Agenda

- GitHub Demonstration
- Functional Specification
- QA Manual
- Assign Inter-Group Liaison
- Any Other Business

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Jake Ransom	N/A

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
02 (General Meeting 1)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

GitHub Demonstration:
 GitHub account name: Tony Tew's Angles

 We have 2 repositories:
 • dev. - Work in progress.
 • main. - Finished, Tested code.

 Within each repository, a master branch in first created. We can create as many branches as we like. Branches are separate copies of the code. This means we can have different people working of different aspects of the code separately until branches are merged.

 In order to load branch in eclipse:
 Click Windows>show view>other>GIT.
 Click on "clone". This clones the repository (with branches) onto your machine.

 Once chances to the branch have been made, you need to commit and push the code. Don't forget to sign the commit with your user name for project tracking.

 Commit after each individual change to code, once it is working. Don't complete large coding sessions with lots of changes and only one commit.

 An email was sent out requesting everyone to register a username on GitHub.

 ACTION: Calum: Register on GitHub
 ACTION: Alex: Look into push conflict issues arising when code is committed
 ACTION: Alex: Create test repository for Learning GitHub protocols

Functional Specification:
 It was discussed that this document should include user stories

 ACTION: ALL: Write functional spec. this Wednesday (28th Jan.)
 ACTION: Alex: Email Stuart regarding exactly what is required for functional spec.

QA Manual:
 ACTION: ALL: Write QA section on individual job role
 ACTION: ALL: Decide on company ethos / standards

Assign Inter-Group Liaison:
 This role was assigned to Calum.

Any Other Business:
 ACTION: Alex: Send out KanBan invites
 ACTION: Alex: Email Stuart about the use of 3rd party, open source code
 ACTION: Alex: Email Stuart about altering code bought from other companies
 ACTION: Lewis: Update Google Calendar for 2:00 start this Wednesday (28th Jan.)

4.4 Action Summary

ACTION: Calum: Register on GitHub
ACTION: Alex: Look into push conflict issues arising when code is committed
ACTION: Alex: Create test repository for Learning GitHub protocols
ACTION: ALL: Write functional spec. this Wednesday (28th Jan.)
ACTION: Alex: Email Stuart regarding exactly what is required for functional spec
ACTION: ALL: Write QA section on individual job role
ACTION: ALL: Decide on company ethos / standards
ACTION: Alex: Send out KanBan invites
ACTION: Alex: Email Stuart about the use of 3rd party, open source code
ACTION: Alex: Email Stuart about altering code bought from other companies
ACTION: Lewis: Update Google Calendar for 2:00 start this Wednesday (28th Jan.)

5.0 Next Meeting

The next meeting has been arranged for Wednesday 28th January 2015.

Expected to attend: ALL