Meeting Minutes

16 (General Meeting 5)

Wednesday 04th March 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	04/03/15	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	No
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	Yes
Lewis Thresh	(lt669)	Brand Manager	Yes

2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?
Alex	*Compose email to Stuart addressing feedback concerns*	Awaiting reply
Calum	*Begin work with Alex on audio handler*	No
Sam R.	*Test Video Handler*	In Progress
Calum	*Fill in category specific working hours on Google Drive*	Yes

Figure 1 - Update from previous meeting

3.0 Agenda

- Financial Update
- Future Plan
    - Reinforcing iteration plan
    - General Integration / testing periods
    - Plan for iteration 2/3
- Media Handler Deadlines
- Any other business

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Sam Hall	Conflicting event

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
15 (Quick Meeting 6)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Financial Update:

It was discussed how our original financial plan was accepted, however we would need to re-apply due to a change in our working hour predictions. This information is a result of the time prediction spreadsheet found on the Google Drive.

Due to the financial report due on Friday 6th March 2015, it is also essential that all timesheets are handed in.

ACTION: Emmanuel, Penny: Draft spreadsheet to re-apply for loan
ACTION: Calum, Alex: Track down Sam H.'s timesheet for week commencing 23rd February (Deadline: Thursday 5th March 2015)

Future Plan:

Employees are advised to study the iteration diagram found on Google Drive

It was discussed that Dan may take over the implementation management of Learn Easy from Ali to allow Ali to work on Teach Easy. Dan's tasks would include the implementation of the menu / file / GUI systems.

ACTION: Alex: Alter user stories to better fit release specifications
ACTION: Alex: Translate release plan to KanBan tasks

Media Handler Deadlines:

The deadline of Wednesday, Week 1 of Summer term for the sale of media handlers was reinforced and the progress of these media handlers was discussed. Development seems to be on track.

It was highlighted that javaFX does not support .ogg and .m4a formats and so contract alterations may need to be made if this issue cannot be resolved.

ACTION: Alex, Calum: Look into support of .ogg and .m4a without javaFX

Any other business:

Timesheets:
After several employees have started emailing timesheets to Calum it was reinforced that timesheets should be handed in on paper. This allows organization and filing to be completed much easier. There is still an issue with basic addition on timesheets, and so employees are reminded to double check their maths. Employees are also asked to provide more detailed justifications of their work.

4.4 Action Summary

ACTION: Emmanuel, Penny: Draft spreadsheet to re-apply for loan
ACTION: Calum, Alex: Track down Sam H.'s timesheet for week commencing 23rd
February (Deadline: Thursday 5th March 2015)
ACTION: Alex: Alter user stories to better fit release specifications
ACTION: Alex: Translate release plan to KanBan tasks
ACTION: Alex, Calum: Look into support of .ogg and .m4a without javaFX

5.0 Next Meeting

The next meeting has been arranged for Monday 09th March 2015.

Expected to attend: ALL