



# **Meeting Minutes**

*21 (General Meeting 7)*

*Friday 17<sup>th</sup> April 2015*

# Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	17/04/15	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	Yes
Lewis Thresh	(lt669)	Brand Manager	Yes

## 2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?
Calum	<i>Collate previous tasks from minutes</i>	Yes
Ali	<i>Implement warning / error pop up windows Errors have been generated, however pop up windows still need to be implemented</i>	In Progress
Sam R.	<i>Test renderer</i>	No
Sam R.	<i>Test runtime</i>	No
Jake	<i>Produce survey related to GUI</i>	No
Jake	<i>Look into brand awareness / selling points of sofia</i>	In Progress
Calum	<i>Alter contract to remove support for file formats from sale modules</i>	In Progress
Sam R.	<i>Co-ordinate re-testing of Media Handlers</i>	In Progress
Alex	<i>Finish Audio Handler (Deadline: Wednesday 15<sup>th</sup> April 2015)</i>	Yes
Alex	<i>Re-Email Stuart reminding him of our presentation concerns</i>	Awaiting Reply

Figure 1 - Update from previous meeting

### **3.0 Agenda**

- Recap of Product
- Integration of bought code
- Market research
- Financial summary
- Any other business

### **4.0 Minutes**

#### **4.1 Absences:**

Person Absent	Reason?
N/A	N/A

*Figure 2 - Reasons for absences*

#### **4.2 Previous Minutes Approved:**

Meeting	Approved By
20 (Quick Meeting 8)	Alex Cash

*Figure 3 - Approval of previous minutes*

## **4.3 Matters Arising:**

### **Recap of Product:**

The products TeachEasy and LearnEasy were discussed as a whole. Employees were reminded of the overall aims of these products.

TeachEasy - A tool that allows the customizable design of interactive lessons for the purpose of distributing to students using LearnEasy. Lessons will consist of a number of pages, which in turn will consist of several elements (eg. Video, Image, Graphic, Text, Question, Answer Box).

LearnEasy - A tool for viewing the lessons created by a teacher in TeachEasy. The program allows for interaction with the lesson in the form of answers to questions. Upon completion of the lesson the student will have the option to print of a certificate as evidence.

### **Integration of bought code:**

Bought code has been integrated successfully and is functioning well within our programs. There was little work needed to complete this.

### **Market research:**

Surveys have been published but have had few responses so far. From the responses we have had the demand for the product looks good, although the sample size is too small to make a firm conclusion.

*ACTION: ALL: Request survey responses from all qualifying contacts*

### **Financial summary:**

Working hours over Easter were very low, we are therefore in a very strong position to be able to afford increased working hours in the last few weeks of the project before the final deadline. We predict that this may be the case as this project will soon be the only focus of employees as other deadlines come and go.

### **Any other business:**

There was no other business to discuss.

## **4.4 Action Summary**

*ACTION: ALL: Request survey responses from all qualifying contacts*

## **5.0 Next Meeting**

The next meeting has been arranged for Monday 20<sup>th</sup> April 2015.

Expected to attend: ALL