



Meeting Minutes

22 (Quick Meeting 9)

Monday 20th April 2015

Document Control

Editor		Date	Update
Alex Cash	1.0	20/04/15	Document Produced
Calum Armstrong	1.1	27/04/15	Date of next meeting altered due to meeting cancelation
Calum Armstrong	1.2	20/05/15	Editing to conform to minutes style
Calum Armstrong	1.3	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	No
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?
Ali	<i>Implement warning / error pop up windows</i> <i>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>	Yes
Sam R.	<i>Co-ordinate re-testing of Media Handlers</i>	In Progress
Alex	<i>Re-Email Stuart reminding him of our presentation concerns</i>	Awaiting Reply
ALL	<i>Request survey responses from all qualifying contacts</i>	In Progress

Figure 1 - Update from previous meeting

3.0 Agenda

- Final Hand in
- Code Implementation and Testing
- Contract Amendments
- Any other business

4.0 Minutes**4.1 Absences:**

Person Absent	Reason?
Jake	Car MOT
Calum	Unavailable due to placement interview

*Figure 2 - Reasons for absences***4.2 Previous Minutes Approved:**

Meeting	Approved By
21 (General Meeting 7)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Final Hand in:

With the deadline for the final hand in approaching, some individuals were assigned specific deliverables to take responsibility for. There were as follows:

- Calum, Emmanuel - HTML Tour
- Sam H., Lewis - User Manual

It was agreed that further assignments would be made in due course.

Code Implementation and Testing:

Several coding tasks were assigned to individuals to ensure steady implementation towards the end of the project. These were as follows:

Dan, Sam R. - Finish LearnEasy
Alex, Emmanuel - Editor rendering functionality
Calum, Penny - TeachEasy lesson templates
Sam R. - Add http support to Image Handler

Test progress was also discussed, and the following action was made.

ACTION: Sam R.: Distribute test cases for the parser and bought code

Contract Amendments:

As previously mentioned, amendment to the contract with Wave Media were required due to the inability to support certain file formats. Although the amendment had been finalized, this needed to be discussed and signed by Wave Media.

ACTION: Alex, Calum: Arrange meeting with Wave Media regarding contracts

Any other business:

A reminder to employees to request survey response was made.

This week there will be no meeting on Friday 24th April 2015 due to conflicting assignments.

4.4 Action Summary

ACTION: Sam R.: Distribute test cases for the parser and bought code

ACTION: Alex, Calum: Arrange meeting with Wave Media regarding contracts

5.0 Next Meeting

The next meeting has been arranged for Friday 01st May 2015.

Expected to attend: ALL