Meeting Minutes

27 (General Meeting 10)

Friday 22nd May 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	22/05/15	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   No
Emmanuel Olutayo (epo500)   Finance Manager   No
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?
Ali	*Implement warning / error pop up windows* *Errors have been generated, however pop up windows still need to be implemented*	In Progress
Sam R.	*Test renderer*	In Progress
Sam R.	*Test runtime*	In Progress
Jake	*Produce survey related to GUI* *Canceled due to a lack of responses from previous surveys*	Canceled
Sam R.	*Co-ordinate re-testing of Media Handlers*	Yes
Alex	*Re-Email Stuart reminding him of our presentation concerns* *ACTION: Alex: Send a third email regarding Tender Presentation Feedback*	Awaiting Reply
ALL	*Request survey responses from all qualifying contacts*	Yes
Sam R.	*Distribute test cases for the parser and bought code*	In Progress
Calum, Penny, Ali	*Implement template restriction - One can only be applied to a new page*	No
Alex	*Email Greg Hunt about screen-capture software*	Awaiting Reply
Calum, Lewis	*Look into KenGen outsourcing pricing*	No

Figure 1 - Update from previous meeting

3.0 Agenda

- Timesheets and action tracking
- Final hand in individual deliverables
- Product Pricing
- Business Model
- LearnEasy
- Tests

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Emmanuel	Revising for exam
Penny	Revising for exam

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
26 (Sales Presentation Meeting)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Timesheets and action tracking:
All backdated timesheets must be handed in this weekend in time for the financial report sue in Monday 25th May 2015

ACTION: ALL: Submit all backdated timesheets

Final hand in individual deliverables:
Individuals are required to undertake an interview and submit an individual report, however there are very few details of these online. In the interview

Product Pricing:
Jake noted that he has arranged a meeting with Emmanuel and Penny to discuss product pricing later today. Although not all figures are finalized he believes a good estimation can be made.

ACTION: Jake, Emmanuel, Penny: Meeting regarding product pricing

Business Model:
It was agreed that our basic business model should consider our current product as is without the need for a further loan for further development.

We should also include number for further development and potential profit as a possible plan however.

LearnEasy:
Program is looking good, however there is a bug when moving between pages and UI interfacing.

Given the tight time restrictions it was agreed that marking and certificate functionality should be prioritized over the file selection home page.

ACTION: Dan, Ali: Look into fixing page swapping bug

Login Screen:
Login screens are designed and functional however still need minor bug fixes.

Tests:
Media handler re-tests have been complete and new test reports will be uploaded to the Google Drive.

ACTION: ALL: Rectify any test report fails

4.4 Action Summary

ACTION: Alex: Send a third email regarding Tender Presentation Feedback
ACTION: ALL: Submit all backdated timesheets
ACTION: Jake, Emmanuel, Penny: Meeting regarding product pricing
ACTION: Dan, Ali: Look into fixing page swapping bug
ACTION: ALL: Rectify any test report fails

5.0 Next Meeting

The next meeting has been arranged for Monday 25th May 2015.

Expected to attend: ALL except Calum