Meeting Minutes

01 (General Meeting 1)

Wednesday 21st January 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	21/01/15	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	Yes
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*	In Progress
Alex	*Talk to Stuart Porter to confirm basic product idea* *Stuart seemed supportive. Good way to introduce all types of media. Advised to work on "Teaching side" of things first. Should be easy to implement "Student side".*	Yes

Figure 1 - Update from previous meeting

3.0 Agenda

- Program Concept
- Job Roles
- Finance
- Project Tracking
- Code Tracking
- Overall Design
- Code Style
- 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
01 (Quick Meeting 1)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Program Concept:
   It was agreed that this was our aim:

   "A program to enable the creation of an interactive, independent learning aid for students." Further, a multimedia lesson builder for a teacher to "build" an interactive lesson to send to a student. The student should then be able to "play" the lesson and record stats.

   It was agreed that we should design the output from the lesson builder before we design how we are going to output it for ease of programming.

   The student should be able to download a playback tool for free. The teacher should have to buy the creation product.

   See pictures of product mind map.

Job Roles
   See Job Roles Document

Finance
   Financial Summary was discussed:
   We receive a "dummy" loan from investors, interest on the loan must be taken into account. We must also account for "real life" expenses such as building and infrastructure rent.

   We must also keep track of worked hours by each person. It was agreed that we should keep tally via weekly individual timesheets. These should be handed to Calum, who will then keep an overall tally which can be accessed by finance.

   ACTION: SAM R.: Create timesheet template.

Project Tracking
   It was agreed to use KanBan to track tasks in the project. Using KanBan we can assign cards/tasks to individuals which can be automatically tracked.

   ACTION: Alex: Sign up to KanBan

   It was agreed to use Google drive to store all central documentation including: timesheets, minutes, contract, financial documents etc.

   ACTION: Calum: Set up Google drive

   It was agreed to use Google calendar to keep track of meetings / holidays

   ACTION: Lewis: Set up Google calandar

   It was agreed that contact between individuals should be made via email (mainly, as apposed to facebook).

Code Tracking

It was agreed that we would use GitHub to keep track of code/code changes. This would also allow for storage of previous versions of code.

ACTION: Alex, Ali: Organize and present demonstration of GitHub

Overall Design

We discussed that we should attempt to present our company identity through the style of the program. We agreed that this needed further discussion in a future planning meeting.

ACTION: Sam H.: Upload example style file to google drive

Code Style

It was agreed that a consistent code style be be used.

ACTION: Ali, Dan: Select a coding style

Any Other Business:

Our week 4 hand in was discussed.

ACTION: Alex: Email stuart regarding exactly what is required

Our company name was discussed.

ACTION: Jake: Implement an online poll for employees to complete

4.4 Action Summary

ACTION: SAM R.: Create timesheet template.
ACTION: Alex: Sign up to KanBan
ACTION: Calum: Set up Google drive
ACTION: Lewis: Set up Google calandar
ACTION: Alex, Ali: Organize and present demonstration of GitHub
ACTION: Sam H.: Upload example style file to google drive
ACTION: Ali, Dan: Select a coding style
ACTION: Alex: Email stuart regarding exactly what is required for week 4 hand in
ACTION: Jake: Implement an online poll for employees to complete

5.0 Next Meeting

The next meeting has been arranged for Monday 26th January 2015

Expected to attend: ALL