# Meeting Minutes

*28 (Quick Meeting 11)*

*Monday 25th May 2015*

# Document Control

| Editor | Version | Date | Update |
|---|---|---|---|
| Alex Cash | 1.0 | 25/05/15 | Document Produced |
| Calum Armstrong | 1.1 | 27/05/15 | Edited to confirm with standard format |
| Calum Armstrong | 1.2 | 02/06/15 | Format editing to conform with standard |

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# <u>Meeting Minutes</u>

## 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 | *Implement warning / error pop up windows*<br><br>*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 |
| Alex | *Re-Email Stuart reminding him of our presentation concerns* | Re-actioned |
| 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 |
| Alex | *Send a third email regarding Tender Presentation Feedback* | No |
| ALL | *Submit all backdated timesheets* | In Progress |
| Jake, Emmanuel, Penny | *Meeting regarding product pricing* | Canceled |
| Dan, Ali | *Look into fixing page swapping bug* | In Progress |
| ALL | *Rectify any test report fails* | In Progress |

*Figure 1 - Update from previous meeting*

## 3.0 Agenda

- Presentation Prep
- Development Progress
- Testing Progress
- Financial report status

## 4.0 Minutes

### 4.1 Absences:

| Person Absent | Reason? |
|---|---|
| Calum | Booked time off |
| Jake | Up until 5:30 AM |

*Figure 2 - Reasons for absences*

### 4.2 Previous Minutes Approved:

| Meeting | Approved By |
|---|---|
| 27 (General Meeting 10) | Alex Cash |

*Figure 3 - Approval of previous minutes*

**4.3 Matters Arising:**

**Presentation Prep:**

**Development Progress:**

**Testing Progress:**

**Financial report status:**

**4.4 Action Summary**

*Action: Dan, Lewis: Work to create certificate*

## 5.0 Next Meeting

The next meeting has been arranged for Friday 29th May 2015.

Expected to attend: ALL