



Meeting Minutes

15 (Quick Meeting 6)

Monday 02nd March 2015

Document Control

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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	No
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?
	<i>Create plan for coding</i>	
Ali, Alex	<i>This plan can be seen on the Google Drive entitled Implementation Spreadsheet</i>	Yes
ALL	<i>Fill in time predictions on Google Drive</i>	Yes
Alex	<i>Compose email to Stuart addressing feedback concerns</i>	In Progress

Figure 1 - Update from previous meeting

3.0 Agenda

- Development Updates
- Finance Updates
- Test Reports
- Agendas
- Any other business

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Jake	A late night due to work and is over tired
Dan	Unknown but forewarned

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
14 (General Meeting 4)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Development Updates:

The XML parser has now completed a first round of testing. A future decision needs to be made as to whether objects are allowed off screen. This will enable final test criteria to be realized.

The renderer is under development and the LearnEasy GUI is complete to a basic degree.

Video Handler is complete to contract specifications but requires testing.

Multiple choice box is under development.

It was agreed that we will no longer implement the “button” object we originally specified. After discussion it was decided that it served no useful purpose.

ACTION: Calum: Begin work with Alex on audio handler

ACTION: Sam: Test Video Handler

Finance Updates:

Predicted hours seem OK but some alterations are needed. It appeared as if some people had forgotten about other deadlines that would impact on work towards product development.

It was highlighted that the second financial report was due this Friday 6th March 2015.

ACTION: Calum: Fill in category specific working hours on Google Drive

Test Reports:

Test reports were handed out to individuals for each media handler outlining any further development needed.

Agendas:

It was decided that to improve organization the agenda for each Wednesday General Meeting meeting would be decided during Monday's Quick Meeting.

The Agenda for Wednesday 04th March 2015 is therefore outlined below.

- Financial Update
- Future Plan
 - Reinforcing iteration plan
 - General Integration / testing periods
 - Plan for iteration 2/3
- Media Handler Deadlines

Any other business:

There was no other business to discuss

4.4 Action Summary

ACTION: Calum: Begin work with Alex on audio handler

ACTION: Sam R.: Test Video Handler

ACTION: Calum: Fill in category specific working hours on Google Drive

5.0 Next Meeting

The next meeting has been arranged for Wednesday 04th March 2015.

Expected to attend: ALL