



Meeting Minutes

14 (General Meeting 4)

Wednesday 25th February 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	25/02/15	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?
Calum	<i>Define the term "bug" in contract</i>	Yes
Calum	<i>Alter contract to allow for code editing</i>	Yes
Calum	<i>Alter contract with regards to bug compensation</i>	Yes
Calum	<i>Alter contract to include the new code transfer deadline</i>	Yes
Calum	<i>Redesign timesheets to include justification sections</i>	Yes
	<i>Create plan for coding</i>	
Ali, Alex	<i>A brief summary can be seen in these minutes</i>	In Progress
ALL	<i>Fill in time predictions on Google Drive</i>	In Progress
Calum	<i>Continue to work with Wave Media to finish contracts</i>	Yes

Figure 1 - Update from previous meeting

3.0 Agenda

- Review of Tender Presentation Feedback
- Programming development summary

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
13 (Quick Meeting 5)	Calum Armstrong

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Review of Tender Presentation Feedback:

Feedback from our Tender Presentation was reviewed. Several issues were raised and are highlighted below.

- No chance to meet with supervisor before presentation
- Ambiguous expected length of presentation
- Told that financial details were not expected yet we were still marked on this
- Despite no financial details, this was our highest mark (68%)
- QA is mentioned online, but does not appear in the mark scheme
- “Presentation Organization and Impression” was our lowest mark (62%) despite all but 2 comments regarding the presentation being positive. Negative comments were small font and reading off notes
- Marks conflict with comments
- Little continuity across markers

These points are summarized below.

- Hard to reach presentation time limits without knowing what is expected
- In general, ambiguous communication
- We understand the general project, but not the individual hand ins
 - Who are we?
 - Who is the customer?
 - Why are we getting a loan?
 - Who is the loan from? Bank, customer, or investor?
- No feedback on financial report either
- Also require clarification on final test and integration plan

ACTION: Alex: Compose email to Stuart addressing feedback concerns

Programming development summary:

From a discussion of program development, the following tasks were assigned to individuals:

Calum, Sam R. - Testing

Alex - Audio Handler

Ali - Video Handler

Sam H., Lewis - GUI

Dan, Jake - Answer boxes and Multiple Choice boxes

4.4 Action Summary

ACTION: Alex: Compose email to Stuart addressing feedback concerns

5.0 Next Meeting

The next meeting has been arranged for Monday 02nd March 2015.

Expected to attend: ALL