Meeting Minutes

09 (Quick Meeting 4)

Monday 09th February 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	09/02/15	Document Produced
Calum Armstrong	1.1	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	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	No
Lewis Thresh	(lt669)	Brand Manager	Yes

2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?
Alex	*Email Stuart about Project Wide Standards* *PWS to be agreed amongst groups*	Yes
Alex	*Email Stuart about when we are to start paying employees from* *Employees must be paid from the very start of the project*	Yes
Ali	*Write abstract object class to be extended to each element*	Yes
Alex, Ali	*Define tasks to begin paired programming*	Yes
Ali	*Create project in dev. repository*	Yes

Figure 1 - Update from previous meeting

3.0 Agenda

- PWS
- GitHub
- Timesheets
- Tender Presentation
- Any other business

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Jake	Family Arrangements

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
07 (Planning Meeting 1)	Alex Cash
08 (PWS Briefing)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

PWS:

The initial PWS Briefing meeting last Friday 06ᵗʰ February 2015 was discussed. It was also mentioned that a more in depth meeting had been arranged for Wednesday 11ᵗʰ February 2015. It was agreed that Alex, Ali, and Calum should attend this meeting as agreed during the PWS briefing meeting. It was advised that minutes of these meetings could be found on the Google Drive.

GitHub:

With regards to conflict resolution, it was advised that if everyone used GitHub as taught, conflicts should not arise. If anyone finds themselves presented with the error "non fast forward error" then they are to let Ali / Alex know.

It was agreed that Ali will demonstrate issue tagging and branch pushing during this weeks lab.

ACTION: Ali: issue tagging and branch pushing demonstration

Timesheets:

Timesheets are missing from the following people:
- Alex
- Dan
- Sam Hall
- Jake

It was agreed that completed timesheets should be handed into Calum as soon as possible

ACTION: Alex, Dan, Sam H., Jake: Hand completed timesheets to Calum

Tender Presentation:

The Tender Presentation was discussed briefly as it is the next hand in. It was agreed that the meeting this Wednesday 11th February 2015 will be dedicated to the Tender Presentation.

ACTION: ALL: Brainstorm ideas for tender presentation

Any other business:

There was no other business to discuss.

4.4 Action Summary

ACTION: Ali: issue tagging and branch pushing demonstration
ACTION: Alex, Dan, Sam H., Jake: Hand completed timesheets to Calum
ACTION: ALL: Brainstorm ideas for tender presentation

5.0 Next Meeting

Tender Presentation Meeting
The next meeting has been arranged for 2:00 Wednesday 11th February 2015.

Expected to attend: ALL

PWS Agreement
The next meeting has been arranged for 4:30 Wednesday 11th February 2015.

Expected to attend: Calum, Ali, Alex