Meeting Minutes

12 (General Meeting 3)

Wednesday 18th February 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	18/02/15	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?
Ali	*issue tagging and branch pushing demonstration*	Yes
Sam H.	*TeachEasy and LearnEasy UI Design*	Yes
Lewis	*Logos finalized*	Yes
Jake	*Teacher market research ethics form*	Yes
Sam	*Student market research ethics form*	Yes
ALL	*Presentation drafts*	Yes

Figure 1 - Update from previous meeting

3.0 Agenda

- Contracts
- Media Handler Features
- 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
10 (Tender Presentation Meeting)	Alex Cash
11 (PWS Agreement Meeting)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Contracts:
Progress on contract negotiations to buy and sell media handlers with Wave Media were discussed. Employees were given the chance to read through a draft copy of the contract. Issues were raised with the definition of the term "bug" in the contract, relating to an error in the code.

Other terms in the contract were also discussed, and edits suggested. These related to the compensation offered in the event of a bug, and the permission to edit code bought / sold. It was agreed that we should allow code to be edited, as long as notification of edits is given. It was further agreed that in the event of a bug compensation should be calculated as a percentage of the sale price - the exact percentage dependent on the number of bugs found.

The deadline was also discussed for the transfer / sale of code outlined in the contract. This was agreed to be Monday, Week 1 of Summer term.

ACTION: Calum: Define the term "bug" in contract
ACTION: Calum: Alter contract to allow for code editing
ACTION: Calum: Alter contact with regards to bug compensation
ACTION: Calum: Alter contract to include the new code transfer deadline

Media Handler Features:
The following features were decided for each media object:

Video
• Embedded
• Pop-up / Full Screen
• Independent volume
• Support .mkv + other formats
• Controls - exact controls to be decided

Audio
• Progress bar
• Volume
• Play / Pause
• Optional visibility
• Support .wav
• Does not support Mp3

Text
• Position / Size
• Bold / Underline / Italic
• Integer point sizes
• Colour (RGBA)
• Super / Sub script
• Strickethrough
• Left, Right and Center align
• Highlighting
• All combinations of the above properties

- Formula editer
- Fonts
    - Arial
    - Times New Roman
    - Myriad Pro
    - Trebuchet ms
    - Franklin Gothic
    - Calibri
    - Cambari
    - Tahoma
    - Garamond
- English + Standard European character set

Graphic
- Oval / Rectangle / Line
- Shading (Gradient, linear)
- Regular convex polygon (up to 12 sides)
- Triangle (Regular, Isosceles, Right-Angle, Scalene (3 points designed independently))
- Fill colour (RGBA)
- Shadow
- Size
- Rotation (About center)
- Outline (inc. thickness and dashed options)
- Rounded rectangle
- Arrows (line with arrow tip)
- n pointed star
- 3D sphere, cuboid, cone, cylinder

Hand written notes can be seen attached.

Any other business:
Timesheets:
As the number of hours worked by individuals per week apears to be increasing, it was decided that timesheets should include justifications for the hours worked. This will allow us as a company to ensure that time is being used effectively, and will help us keep track of time spent on different areas of the company (eg. management, code implementation etc.).

ACTION: Calum: Redesign timesheets to include justification sections

4.4 Action Summary

ACTION: Calum: Define the term "bug" in contract
ACTION: Calum: Alter contract to allow for code editing
ACTION: Calum: Alter contact with regards to bug compensation
ACTION: Calum: Alter contract to include the new code transfer deadline
ACTION: Calum: Redesign timesheets to include justification sections

5.0 Next Meeting

The next meeting has been arranged for Monday 23rd February 2015.

Expected to attend: ALL