Meeting Minutes

04 (General Meeting 2)

Wednesday 28th January 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	28/01/15	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?
All	*Brainstorm ideas for company name* *Pole is now available online*	Yes
Sam H.	*Upload example style file to google drive*	Yes
Alex	*Email stuart regarding exactly what is required for week 4 hand in* *See replies below*	Yes
Jake	*Implement an online poll for employees to complete*	Yes
Calum	*Register on GitHub*	Yes
Alex	*Look into push conflict issues arising when code is committed* *Ali to help with testing*	In Progress
Alex	*Create test repository for Learning GitHub protocols*	Yes
ALL	*Write functional spec. this Wednesday (28th Jan.)*	In Progress
Alex	*Email Stuart regarding exactly what is required for functional spec* *Detail from customers perspective*	Yes
ALL	*Write QA section on individual job role*	In Progress
ALL	*Decide on company ethos / standards*	In Progress
Alex	*Send out KanBan invites*	Yes

Person Responsible	Action Carried Out	Complete?
Alex	*Email Stuart about the use of 3rd party, open source code* *Yes, as long as it is legal*	Yes
Alex	*Email Stuart about altering code bought from other companies* *Alterations depend on contract*	Yes
Lewis	*Update Google Calendar for 2:00 start this Wednesday (28th Jan.)*	Yes

Figure 1 - Update from previous meeting

3.0 Agenda

- Timesheets
- Company Name
- Functional Specification
- Design Review
    - Introduce Design Standard
    - Sign off design standard
    - Design Process
- QA Manual
- 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
03 (Quick Meeting 2)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Timesheets:
> It was decided that hard copies of timesheets should be handed to Calum on the Monday of each week for the past week.

Company Name:
> Results from the online poll:
>
> Company Name: sofia
>
> Software: TeachEasy and LearnEasy

Functional Specification:
> See Functional Specification Document
>
> *ACTION: Alex: Write up final Functional Specification Document*

Design Review:
> Design goals were discussed and approved in accordance to the file previously uploaded to Google drive.
>
> *ACTION: Sam, Lewis: Scan in Example interfaces and upload to Google Drive*

QA Manual:
> Individual Parts to be completed and uploaded to Google Drive to be collated by Lewis. Deadline for file upload: Saturday 31st January 2015.
>
> *ACTION: Alex: Company profile and vision*
> *ACTION: Emanuel: Organizational structure*
> *ACTION: Calum: Deliverables*
> *ACTION: Sam: Project Management Methodology*
> *ACTION: Ali: Requirements and specifications phase*
> *ACTION: Sam: Design phase*
> *ACTION: Jake: Implementation phase*
> *ACTION: Sam R.: Testing and integration phase*
> *ACTION: Penny: Quality auditing reviews*
> *ACTION: Jake: Sample questionnaire*
> *ACTION: Ali: Code implementation example*
> *ACTION: Ali: Class Diagram*
> *ACTION: Alex: KanBan example*
> *ACTION: Alex: GitHub Progress Tracking*
> *ACTION: Alex: GANTT chart*
> *ACTION: Dan: QA metric list template*
> *ACTION: Dan: Manager reports template*
> *ACTION: Emanuel, Penny: Financial statement template*
> *ACTION: Calum: Create folder on google drive to store everything*
> *ACTION: Calum: General company document templates*
> *ACTION: Lewis: Collate QA Manual*

Any Other Business:
ACTION: ALL: Except KanBan invites

4.4 Action Summary

ACTION: Alex: Write up final Functional Specification Document
ACTION: Sam, Lewis: Scan in Example interfaces and upload to Google Drive
ACTION: Alex: Company profile and vision
ACTION: Emanuel: Organizational structure
ACTION: Calum: Deliverables
ACTION: Sam: Project Management Methodology
ACTION: Ali: Requirements and specifications phase
ACTION: Sam: Design phase
ACTION: Jake: Implementation phase
ACTION: Sam R.: Testing and integration phase
ACTION: Penny: Quality auditing reviews
ACTION: Jake: Sample questionnaire
ACTION: Ali: Code implementation example
ACTION: Ali: Class Diagram
ACTION: Alex: KanBan example
ACTION: Alex: GitHub Progress Tracking
ACTION: Alex: GANTT chart
ACTION: Dan: QA metric list template
ACTION: Dan: Manager reports template
ACTION: Emanuel, Penny: Financial statement template
ACTION: Calum: Create folder on google drive to store everything
ACTION: Calum: General company document templates
ACTION: Lewis: Collate QA Manual
ACTION: ALL: Except KanBan invites

5.0 Next Meeting

The next meeting has been arranged for Thursday 29th January 2015.

Expected to attend: ALL