Meeting Minutes

07 (Planning Meeting 1)

Wednesday 04th February 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	04/02/15	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	No

2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?
All	*Timesheets to be filled in correctly and handed to Calum*	Yes
Alex	*Email Stuart about Project Wide Standards*	Awaiting Reply
Alex	*Email Stuart about when we are to start paying employees from*	Awaiting Reply
Emanuel, Penny	*Arrange meeting to discuss financial plan*	Yes

Figure 1 - Update from previous meeting

3.0 Agenda

- Project Wide Standards
- Financial Plan Briefing
- Timesheets
- Plan for first Iteration
- Any other business

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Lewis	Another meeting to attend

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
06 (Quick Meeting 3)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Project Wide Standards:
The completion of a project wide standards document was discussed.

ACTION: Alex, Calum: Arrange inter-group meeting to discuss PWS

Financial Plan Briefing:
It was agreed to predict a net income of £0 after buying and selling coding modules

It was also agreed to this point to:

Buy
• Text Handler
• Image Handler

Sell
• Video Handler
• Graphics Handler
• Audio Handler

Timesheets:
It was agreed that for consistent format, 45 minutes of work should be written as ".075" hours.

Hours worked should be denoted as number of hours worked, not start and end time.

It was also mentioned that a number of mistakes had been spotted with regards to basic addition on timesheets. A plea was made for employees to double check their adding.

A new payroll document has been created on the Google Drive to summarize timesheets. Although accessible to everyone, this should only be editing by Calum or Penny.

Plan for first Iteration:
The plan for this iteration was agreed to be the user story:

"I can provide and number of students access to a lesson I created previously"

It was agreed that to complete this iteration we would need to create an XML file of the lesson.

We should create a very basic GUI. ie. access to the number of pages, style of each page. There should also be functionality to alter data on each page via drop down selection boxes or similar.

Videos should have an option to enter full screen mode.

In order to complete this iteration we must temporarily define our XML output, however we expect this to change once the PWS are finalized.

It was agreed that our XML should include:
• Author
• Version
• Comment
• Date created
• Lesson Name
• Information Section
• Defaults Section
  • If on any page, a setting is not defined by the lesson creator (eg. font / background colour) these settings will conform to the designated default settings. These defaults will relate to the program / company image
• Grade Settings
  • Set pass mark and a pass / fail message

The XML should then have the data for each page in the lesson nested within multiple "page" elements. Within each page element the following informations should be included:

(Locations denote the relative x,y co-ordinate of the top left hand corner of each object)

• Text Object
  • Font
  • Style
  • Location
• Audio Object
  • File location
  • Progress bar
  • location
• Graphics Object
  • Type of graphic
  • Size
  • Location
  • Rotation
  • Outline / Thickness
  • Shadow
• Image Object
  • File location
  • Size
  • Location
  • Scale
  • Rotation
• Video Object
  • File location
  • Size
  • Location
  • Full screen option
• Answer box (1 line high, default font)
  • Location
  • Correct answers
  • Marks available for correct answer
  • Re-attemptable?

- Button (default font)
    - Location
    - Outline
    - Shadow
    - Visibility
    - Interaction / Link
- Multiple Choice Box
    - Checkbox / Radio button / Drop down menu
    - Orientation
    - Correct answers

It was agreed that pairs would work together for each set task, but will be free to swap after task completion.

ACTION: Ali: Write abstract object class to be extended to each element
ACTION: Alex, Ali: Define tasks to begin paired programming
ACTION: Ali: Create project in dev. repository

Any other business:
There was no other business to discuss

4.4 Action Summary

ACTION: Alex, Calum: Arrange inter-group meeting to discuss PWS
ACTION: Ali: Write abstract object class to be extended to each element
ACTION: Alex, Ali: Define tasks to begin paired programming
ACTION: Ali: Create project in dev. repository

5.0 Next Meeting

PWS Briefing
The next meeting has been arranged for Friday 06th February 2015.

Expected to attend: Calum, Ali

Quick Meeting 4
The next meeting has been arranged for Monday 09th February 2015.

Expected to attend: ALL