



Meeting Minutes

20 (Quick Meeting 8)

Monday 13th April 2015

Document Control

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Calum Armstrong	1.0	13/04/15	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	No
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	<i>Compose email to Stuart addressing feedback concerns</i>	Awaiting Reply
Alex	<i>Translate release plan to KanBan tasks</i> <i>It was decided that this was not necessary</i>	Cancelled
Alex, Calum	<i>Look into support of .ogg and .m4a without javaFX</i> <i>Functionality could not be found to support these file formats</i> <i>ACTION: Calum: Alter contract to remove support for file formats from sale modules</i>	Yes
Calum, Alex	<i>Implement looping feature in audio handler</i>	Yes
ALL	<i>Complete and file all test reports for first iteration</i>	Yes
Ali	<i>Look into full screen video scanning</i> <i>Various bugs were causing this problem, but were easily fixed</i>	Yes
ALL	<i>Check test reports for relevant media handlers for any failures</i> <i>ACTION: Sam R.: Co-ordinate re-testing of Media Handlers</i>	Yes
Alex	<i>Test Image Handler</i>	Yes

Person Responsible	Action Carried Out	Complete?
Sam R.	<i>Prepare tests for Text and Graphics Handler</i>	Yes
Calum	<i>Collate previous tasks from minutes</i>	In Progress
Alex	<i>Arrange planning meeting for Week 1, Summer term</i>	No
	<i>Break down Editor interface and Editor runtime blocks in software summary diagram</i>	
Ali	<i>This can be seen on the Google Drive</i>	Yes
	<i>Implement warning / error pop up windows</i>	
Ali	<i>Errors have been generated, however pop up windows still need to be implemented</i>	In Progress
	<i>Design student certificate for LearnEasy</i>	
Sam H., Lewis	<i>This can be seen on the Google Drive</i>	Yes
Sam R.	<i>Test renderer</i>	No
Sam R.	<i>Test runtime</i>	No
	<i>Email Tony Ward about selling strategies</i>	
Alex	<i>It was confirmed that licensing is an acceptable sale strategy, but risky without encryption</i>	Yes
Jake	<i>Produce survey related to GUI</i>	No
Jake	<i>Look into brand awareness / selling points of sofia</i>	In Progress
	<i>Look into youtube streaming</i>	
Alex	<i>It was found that we were unable to implement this functionality</i>	Yes
Ali	<i>Reformat XML</i>	Yes
	<i>Look into support for object timings in product</i>	
Ali	<i>It was decided that we would not focus on implementing this functionality as it does not relate to our product</i>	Yes
Emmanuel, Penny	<i>Write Finance summary</i>	Yes
Jake	<i>Write Marketing summary</i>	Yes
ALL	<i>Complete Individual QA Metrics report</i>	Yes
Alex	<i>Ensure all documents are compiled for Friday 13th March 2015</i>	Yes
Lewis	<i>Compile list of properties pane properties for each object</i>	Yes
Ali	<i>Compile list of all graphical elements required to complete sale modules</i>	Yes

Person Responsible	Action Carried Out	Complete?
Dan	<i>Define Home screen content, constituent parts, and functionality</i>	Yes
Sam H., Lewis	<i>Design Home screen interface in accordance with specification</i>	Yes
Lewis	<i>Merge current UI branch into Master</i>	Yes
Lewis	<i>Create new UI branch for future development</i>	Yes

Figure 1 - Update from previous meeting

3.0 Agenda

- Catch-up
- Agenda for Friday 17th April 2015
- Any other business

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Sam H.	Not in York
Jake	Unavailable due to car MOT

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
18 (General Meeting 6 and Product Demonstration)	Alex Cash
19 (UX Software Integration Meeting)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Catch-up:

Sale modules due for transfer of Wednesday 15th April 2015 are nearly complete. The Video Handler is finished, but the Audio Handler still needs some minor work.

ACTION: Alex: Finish Audio Handler (Deadline: Wednesday 15th April 2015)

We are still awaiting a reply from Stuart regarding feedback from our Tender Presentation. The original Action (93) will now be replaced by the following action to allow for completion of the previous action and a situation update for project tracking.

ACTION: Alex: Re-Email Stuart reminding him of our presentation concerns

Agenda for Friday 17th April 2015:

It was agreed that our standard Wednesday meeting would be moved to Friday for the convenience of employees due to a conflicting university assignment. The Agenda and Headings within these minutes have therefore been updated accordingly to reflect this change.

It was noted that as exam season starts, a number of employees may not be able to attend all meetings, and some may be canceled as a result. Although disruptive, this was deemed acceptable. It was also noted that meetings may become more sporadic as a result, but an effort will be made to have at minimum, one meeting per week.

Agenda for Friday 17th April 2015:

- Recap of Product
- Integration of bought code
- Market research
- Financial summary

Any other business:

There was no other business to discuss

4.4 Action Summary

ACTION: Calum: Alter contract to remove support for file formats from sale modules

ACTION: Sam R.: Co-ordinate re-testing of Media Handlers

ACTION: Alex: Finish Audio Handler (Deadline: Wednesday 15th April 2015)

ACTION: Alex: Re-Email Stuart reminding him of our presentation concerns

5.0 Next Meeting

The next meeting has been arranged for Friday 17th April 2015.

Expected to attend: ALL