Meeting Minutes

17 (Quick Meeting 7)

Monday 09th March 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	09/03/15	Document Produced
Calum Armstrong	1.1	02/06/15	Format editing to conform with standard

Table Of Contents

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?
Alex	*Compose email to Stuart addressing feedback concerns*	Awaiting reply
Calum	*Begin work with Alex on audio handler*	Yes
Sam R.	*Test Video Handler*	Yes
Emmanuel, Penny	*Draft spreadsheet to re-apply for loan*	In Progress
Calum, Alex	*Track down Sam H.'s timesheet for week commencing 23rd February*	Yes
Alex	*Alter user stories to better fit release specifications*	In Progress
Alex	*Translate release plan to KanBan tasks*	No
Alex, Calum	*Look into support of .ogg and .m4a without javaFX*	No

Figure 1 - Update from previous meeting

3.0 Agenda

- Financial Update
- Software Implementation Update
- Wednesdays Demonstration
- Job Responsibility backups
- Tender Presentation Feedback
- Agenda for Wednesday 11th March 2015
- 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
16 (General Meeting 5)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Financial Update:
> Penny and Emmanuel gave the company an update on our current finances. Working hours seem to be reasonable, and justifications are fair. The financial report hand in last week all went to plan, and was completed on time.

Software Implementation Update:
> Our code is nearly ready for the demonstration on Wednesday 11th March 2015, everything is currently in a working condition. A basic UI is being implemented and will be in place before Wednesday.

> *ACTION: Sam H.: Implement a more up to date GUI before demonstration*

> Other than some minor bugs, all the media handlers are looking good.

> *ACTION: Calum, Alex: Implement looping feature in audio handler*

> It was also discussed and agreed that testing regarding javaFX will likely have to be manual. This was due to threading issues.

> *ACTION: Ali: Create standard media handler test file*
> *ACTION: ALL: Complete and file all test reports for first iteration*

Wednesdays Demonstration:
> Sam H. brought up that he was unable to attend Wednesday 11th March 2015's meeting / demonstration as he has an interview. This was agreed as acceptable.

> The instructions to run the product demonstration are as follows:
> • On the main dev. repository, run the LearnEasy Client, and open Release1Lesson.

Job Responsibility backups:
> The possibility of unforeseen circumstances arising such that an employee could not continue with their standard work flow was discussed. As a result, it was agreed that managerial roles should have a designating employee selected as a backup to the current employee in that role, in case of such events. They were agreed as follows:

Role	Held By	Backup
Project Manager	Alex	Calum
Software Lead	Ali	Sam R.
Finance Manager	Emmanuel	Penny
Assistant Finance Manager	Penny	Emmanuel
Marketing Manager	Jake	Sam
Lead UX Designer	Sam H.	Lewis
Brand Manager	Lewis	Sam H.
Contracts and Documentation Manager	Calum	Alex

Tender Presentation Feedback:
It was highlighted that we are yet to receive a reply regarding the feedback of our presentation feedback.

ACTION: ALL: Discuss Presentation feedback at University Supervision meetings

Agenda for Wednesday 11th March 2015:
The agenda for this Wednesday 11th March 2015's meeting will be as follows:
• Product Demonstration
• Test Reports
• Project Planning / Tracking
• Work Review
• Easter
• Post-Easter Work

Any other business:
There was no other business to discuss.

4.4 Action Summary

ACTION: Sam H.: Implement a more up to date GUI before demonstration
ACTION: Calum, Alex: Implement looping feature in audio handler
ACTION: Ali: Create standard media handler test file
ACTION: ALL: Complete and file all test reports for first iteration
ACTION: ALL: Discuss Presentation feedback at University Supervision meetings

5.0 Next Meeting

The next meeting has been arranged for Wednesday 11th March 2015.

Expected to attend: ALL, excluding Sam H.