



Meeting Minutes

13 (Quick Meeting 5)

Monday 23rd February 2015

Document Control

Editor	Version	Date	Update
Alex Cash	1.0	23/02/15	Document Produced
Calum Armstrong	1.1	18/05/15	Edited briefly to conform with standard minutes styling using pages rather than Microsoft Word
Calum Armstrong	1.2	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	No
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	No
Samuel Raeburn	(sr896)	Lead Software Tester	No
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?
Calum	<i>Define the term "bug" in contract</i>	N/A
Calum	<i>Alter contract to allow for code editing</i>	N/A
Calum	<i>Alter contract with regards to bug compensation</i>	N/A
Calum	<i>Alter contract to include the new code transfer deadline</i>	N/A
Calum	<i>Redesign timesheets to include justification sections</i>	N/A

Figure 1 - Update from previous meeting

3.0 Agenda

- Development
- Any other business

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Emmanuel	Unknown but forewarned
Jake	Family responsibilities
Sam R.	Funeral
Calum	Present at conflicting meeting to confirm contracts

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
12 (General Meeting 3)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Development:

Development progress was discussed and it was agreed that Alex would work with coding pairs to help define current tasks.

ACTION: Ali, Alex: Create plan for coding

Any other business:

A new document has been added to Google Drive detailing working hour predictions to help finance predict money outgoings.

ACTION: ALL: Fill in time predictions on Google Drive

The progress of contracts was also briefly discussed. All seems to be going well.

ACTION: Calum: Continue to work with Wave Media to finish contracts

4.4 Action Summary

ACTION: Ali, Alex: Create plan for coding

ACTION: ALL: Fill in time predictions on Google Drive

ACTION: Calum: Continue to work with Wave Media to finish contracts (Deadline: Tuesday 24th February 2015)

5.0 Next Meeting

The next meeting has been arranged for Wednesday 25th February 2015.

Expected to attend: ALL