



# **Meeting Minutes**

*19 (UX Software Integration Meeting)*

*Tuesday 17<sup>th</sup> March 2015*

# Document Control

Editor	Version	Date	Update
Ali Jewers	1.0	17/03/15	Document Produced
Calum Armstrong	1.1	19/05/15	Updated to correct minute style
Calum Armstrong	1.2	02/06/15	Format editing to conform with standard

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# Meeting Minutes

## 1.0 Attending

Daniel Berhe	(dbb503)	Specialist Software Developer	Yes
Alistair Jewers	(amj523)	Lead Software Developer	Yes
Lewis Thresh	(lt669)	Brand Manager	Yes
Samuel Hall	(sh1157)	Lead UX Designer	No

## 2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?
Alex	<i>Compose email to Stuart addressing feedback concerns</i>	Not Discussed
Alex	<i>Translate release plan to KanBan tasks</i>	Not Discussed
Alex, Calum	<i>Look into support of .ogg and .m4a without javaFX</i>	Not Discussed
Calum, Alex	<i>Implement looping feature in audio handler</i>	Not Discussed
ALL	<i>Complete and file all test reports for first iteration</i>	Not Discussed
Ali	<i>Look into full screen video scanning</i>	Not Discussed
ALL	<i>Check test reports for relevant media handlers for any failures</i>	Not Discussed
Alex	<i>Test Image Handler</i>	Not Discussed
Sam R.	<i>Prepare tests for Text and Graphics Handler</i>	Not Discussed
Calum	<i>Collate previous tasks from minutes</i>	Not Discussed
Alex	<i>Arrange planning meeting for Week 1, Summer term</i>	Not Discussed
Ali	<i>Break down Editor interface and Editor runtime blocks in software summary diagram</i>	Not Discussed
Ali	<i>Implement warning / error pop up windows</i>	Not Discussed
Sam H., Lewis	<i>Design student certificate for LearnEasy</i>	Not Discussed
Sam R.	<i>Test renderer</i>	Not Discussed

Person Responsible	Action Carried Out	Complete?
Sam R.	<i>Test runtime</i>	Not Discussed
Alex	<i>Email Tony Ward about selling strategies</i>	Not Discussed
Jake	<i>Produce survey related to GUI</i>	Not Discussed
Jake	<i>Look into brand awareness / selling points of sofia</i>	Not Discussed
Alex	<i>Look into youtube streaming</i>	Not Discussed
Ali	<i>Reformat XML</i>	Not Discussed
Ali	<i>Look into support for object timings in product</i>	Not Discussed
Emmanuel, Penny	<i>Write Finance summary</i>	Not Discussed
Jake	<i>Write Marketing summary</i>	Not Discussed
ALL	<i>Complete Individual QA Metrics report</i>	Not Discussed
Alex	<i>Ensure all documents are compiled for Friday 13<sup>th</sup> March 2015</i>	Not Discussed

Figure 1 - Update from previous meeting

### **3.0 Agenda**

- UI integration
- UI elements of sale modules
- UI aspects of LearnEasy and TeachEasy home screens
- UI code management and housekeeping
- Any other business

### **4.0 Minutes**

#### **4.1 Absences:**

Person Absent	Reason?
Sam H.	Unknown but forewarned

Figure 2 - Reasons for absences

**4.2 Previous Minutes Approved:**

Meeting	Approved By
Not Discussed	Not Discussed

*Figure 3 - Approval of previous minutes*

## 4.3 Matters Arising:

### UI integration:

Discussed the specifics of information transfer between the UI and the program core. Information will be transferred to the core via functions in the runtime data class. These will be called dependent on action listeners attached to the UI elements. Information will be transferred from the core to the UI by way of an 'update UI' method, which will be called after any user interaction.

Discussed how to extend this information transfer to enable the 'properties pane', decided on pass by reference method, where the runtime data maintains a reference to the pane and alters it as necessary.

*ACTION: Lewis: Compile list of properties pane properties for each object*

### UI elements of sale modules:

Discussed what icons and other user interface elements will be needed in the code modules we have agreed to sell - the audio and video handlers.

*ACTION: Ali: Compile list of all graphical elements required to complete sale modules*

### UI aspects of LearnEasy and TeachEasy home screens:

Discussed in broad terms the user interface requirements of the home screens that will be shown when teach easy / learn easy are opened with no lesson loaded.

*ACTION: Dan: Define Home screen content, constituent parts, and functionality*

*ACTION: Sam H., Lewis: Design Home screen interface in accordance with specification*

### UI code management and housekeeping:

Discussed the UI code branch and how UI code will be transferred to the client code in the future.

Noted that the UI code branch is significantly (203 commits) behind the master branch, and therefore lacking access to newer features.

*ACTION: Lewis: Merge current UI branch into Master*

*ACTION: Lewis: Create new UI branch for future development*

### Any other business:

There was no other business to discuss

## 4.4 Action Summary

*ACTION: Lewis: Compile list of properties pane properties for each object*

*ACTION: Ali: Compile list of all graphical elements required to complete sale modules*

*ACTION: Dan: Define Home screen content, constituent parts, and functionality*

*ACTION: Sam H., Lewis: Design Home screen interface in accordance with specification*

*ACTION: Lewis: Merge current UI branch into Master*

*ACTION: Lewis: Create new UI branch for future development*

## **5.0 Next Meeting**

### UX Software Integration Meeting

No future meetings have been arranged with regards to UX Software Integration.

### Quick Meeting 8

The next meeting has been arranged for Monday 13<sup>th</sup> April 2015.

Expected to attend: ALL