



# **Meeting Minutes**

*23 (General Meeting 8)*

*Friday 01<sup>st</sup> May 2015*

# Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	01/05/15	Document Produced
Calum Armstrong	1.1	02/06/15	Format editing to conform with standard

# **Table Of Contents**

<b>1.0 Attending</b>	<b>4</b>
<b>2.0 Update from Previous meeting(s)</b>	<b>4</b>
<b>3.0 Agenda</b>	<b>4</b>
<b>4.0 Minutes</b>	<b>5</b>
<i>4.1 Absences:</i>	<b>5</b>
<i>4.2 Previous Minutes Approved:</i>	<b>5</b>
<i>4.3 Matters Arising:</i>	<b>6</b>
<i>4.4 Action Summary</i>	<b>7</b>
<b>5.0 Next Meeting</b>	<b>7</b>

# 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	No
Lewis Thresh	(lt669)	Brand Manager	Yes

## 2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?
Ali	<i>Implement warning / error pop up windows</i> <i>Errors have been generated, however pop up windows still need to be implemented</i>	In Progress
Sam R.	<i>Test renderer</i>	No
Sam R.	<i>Test runtime</i>	No
Jake	<i>Produce survey related to GUI</i>	No
Jake	<i>Look into brand awareness / selling points of sofia</i>	In Progress
Sam R.	<i>Co-ordinate re-testing of Media Handlers</i>	In Progress
Alex	<i>Re-Email Stuart reminding him of our presentation concerns</i>	Awaiting Reply
ALL	<i>Request survey responses from all qualifying contacts</i>	In Progress
Sam R.	<i>Distribute test cases for the parser and bought code</i>	No
Alex, Calum	<i>Arrange meeting with Wave Media regarding contracts</i>	Yes

Figure 1 - Update from previous meeting

## 3.0 Agenda

- Coding Progress
- HTML Hand in
- Surveys
- Timesheets
- Presentation Feedback
- Presentation
- Any other business

**4.0 Minutes****4.1 Absences:**

Person Absent	Reason?
Jake	Other commitments

*Figure 2 - Reasons for absences***4.2 Previous Minutes Approved:**

Meeting	Approved By
22 (Quick Meeting 9)	Calum Armstrong

*Figure 3 - Approval of previous minutes*

## 4.3 Matters Arising:

### Coding Progress:

Individual's progress with coding tasks was discussed and is highlighted below.

- Alex - Has re-written the Image Handler to maintain a list of objects in a similar manor to other handlers
- Alex - Has added methods "getheight" and "getwidth" to media handlers
- Sam R. - Added a warning pop-up in LearnEasy if a student attempts to move to the next page without first answering all of the questions on the current page. This was in response to a bug found related to mark tracking. A solution to this bug is also being looked for.
- Calum and Penny - Have implemented a template structure such that when activated it will replace all information on a page with a template of blank objects. 1 template has been implemented successfully, other templates are planned and will be implemented over the coming weeks.

*ACTION: Calum, Penny, Ali: Implement template restriction - One can only be applied to a new page*

- Lewis - Has been working on TeachEasy GUI. It is coming along well.

### HTML Hand in:

The HTML tour deliverable for the final hand in was discussed. The following description was agreed upon.

A way to demonstrate all of our documentation and final product. Should be a neat index of all files but can also include some product demos / logos / images.

### Surveys:

Survey responses are still trickling in slowly however more are still required. Employees again reminded to request responses.

### Timesheets:

Despite accepting timesheets via email over the Easter break, employees are reminded that timesheets should be handed in in paper format during term time.

### Presentation Feedback:

There is still no reply from Stuart regarding our Tender Presentation feedback despite queries to a number of members of staff. It was agreed that further action should be considered if no reply is made.

### Presentation:

The Final Sales presentation was discussed briefly and it was decided that planning would start on Monday 04<sup>th</sup> May 2015's meeting.

*ACTION: ALL: Brainstorm ideas for final sales presentation*

**Any other business:**

There was no other business to discuss

**4.4 Action Summary**

*ACTION: Calum, Penny, Ali: Implement template restriction - One can only be applied to a new page*

*ACTION: ALL: Brainstorm ideas for final sales presentation*

**5.0 Next Meeting**

The next meeting has been arranged for Monday 04<sup>th</sup> May 2015.

Expected to attend: ALL