



# **Meeting Minutes**

*08 (PWS Briefing)*

*Friday 06<sup>th</sup> February 2015*

# Document Control

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

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# Meeting Minutes

## 1.0 Attending

Calum Armstrong	(ca718)	Contracts and Documentation Manager	Yes
Alistair Jewers	(amj523)	Lead Software Developer	Yes

### **Present from Other Companies:**

Alisdair Baynes	(ab1357)	Assistant Finance Manager	Yes
Naomi Gilbert	(ng668)	Project Manager	Yes
Peter Bloxidge	(pb714)	Lead Software Tester	Yes
Ashleyana Peng	(ipf501)	Marketing Manager	Yes
Carlos Archila	(caa516)	Brand Manager	No

## 2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?
Alex	<i>Email Stuart about Project Wide Standards</i>	Not discussed
Alex	<i>Email Stuart about when we are to start paying employees from</i>	Not discussed
Alex, Calum	<i>Arrange inter-group meeting to discuss PWS</i>	Yes
Ali	<i>Write abstract object class to be extended to each element</i>	Not discussed
Alex, Ali	<i>Define tasks to begin paired programming</i>	Not discussed
Ali	<i>Create project in dev. repository</i>	Not discussed

Figure 1 - Update from previous meeting

## 3.0 Agenda

- Introductions
- Product Introductions
- Overview of XML
- PWS Requirements
- Media Handler sales
- Schedule next meeting
- Any other business

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

Person Absent	Reason?
Carlos	N/A

*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:**

### **Introductions / Product Introductions: MusicProdX (Group 1) (Alisdair)**

- Product: ArtBeats
- Extra content for music, similar to “spotify”
- Option to purchase music
- Artists can have their own page
- 2 target users - Artists and Listeners
- Artist pays for service
- Can upload various types of media
- Download service
- Option for listener to save playlists

Communications Manager  
Alisdair: ab1357

Managing Director  
Mariusz: mj687

### **Wave Media (Group 2) (Ashleyna)**

- Product: Smart Slides
- Interactive tool for audiences
- Audience download an app, lecturer can ask a question and audience can answer on the app anonymously and have resultant data presented on screen
- Similar to a normal slide show, but with an interactive element

Contracts Manager  
Ashleyna: ipf501

Project Manager  
Jonny: jod512

### **Eyehouse (Group 5) (Peter)**

- Product: EyeView
- Student house viewing application
- Letting agencies will purchase product and upload their own houses
- A slideshow will display houses to customers
- Primarily a video tour
- Demand due to lack of information on current letting agency sites

External Liason Officer  
Peter: pb714

Project Manager  
Alex Hornsfield: aph513

### **sofia (Group 4) (Calum)**

- Product: TeachEasy / LearnEasy
- Interactive tool for out of lesson learning

Contracts and Documentation Manager  
Calum: ca718

Project Manager  
Alex: ac1054

### **Guava Manuals (Group 6) (Naomi)**

- Product: Guacamole
- Interactive, integrated manuals for electronic devices such as mixing desks, oscilloscopes, cameras
- Sell product to device manufacturers and work on integration together
- User can access manual at any point whilst using device
- Possibility to access full manual, or specific part
- User selectable viewing style eg. Text, pictures
- Can provide a visual demonstration of product

Project Manager  
Naomi: ng668

Head of External Finance  
Vincent: yw1097

### **Overview of XML:**

It was agreed to include company tags for information section

Audio format: WAV

### **PWS Requirements:**

MusicProdX:

- Audio codex
- Video compatibility (.ogg)

sofia:

- use of VLC

Guava:

- Audio formats: WAV / Mp3

### **Media Handler sales:**

MusicProdX:

Sell - Audio, Video, Images

Buy - Graphics, Text

Wave Media:

Sell - Graphics, Images, Text

Buy - Audio, Video

EyeHouse:  
Trade - Text  
Buy - Video

sofia:  
Sell - Video, Graphics, Audio  
Buy - Text, Images

Guava Manuals:  
Sell - Audio, Video  
Buy - Open to offers

**Schedule next meeting:**

See section 5.0

**Any other business:**

There was no other business to discuss

**4.4 Action Summary**

There were no actions made as a result of this meeting.

**5.0 Next Meeting**

Quick Meeting 4

The next meeting has been arranged for Monday 09<sup>th</sup> February 2015.

Expected to attend: ALL

PWS

The next meeting has been arranged for 16:30 Wednesday 11<sup>th</sup> February 2015.

Expected to attend:       All Software Leads from companies  
                                  Head of communications from all companies