Meeting Minutes

24 (Quick Meeting 10)

Monday 04th May 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	04/05/15	Document Produced
Calum Armstrong	1.1	02/06/15	Format editing to conform with standard

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<u>Meeting Minutes</u>

1.0 Attending

Alexander Cash	(ac1054)	Project manager	Yes
Calum Armstrong	(ca718)	Contracts and Documentation Manager	Yes
Daniel Berhe	(dbb503)	Specialist Software Developer	No
Samuel Hall	(sh1157)	Lead UX Designer	No
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	*Implement warning / error pop up windows* *Errors have been generated, however pop up windows still need to be implemented*	In Progress
Sam R.	*Test renderer*	No
Sam R.	*Test runtime*	No
Jake	*Produce survey related to GUI*	No
Jake	*Look into brand awareness / selling points of sofia*	In Progress
Sam R.	*Co-ordinate re-testing of Media Handlers*	In Progress
Alex	*Re-Email Stuart reminding him of our presentation concerns*	Awaiting Reply
ALL	*Request survey responses from all qualifying contacts*	In Progress
Sam R.	*Distribute test cases for the parser and bought code*	No
Calum, Penny, Ali	*Implement template restriction - One can only be applied to a new page*	No
ALL	*Brainstorm ideas for final sales presentation*	In Progress

Figure 1 - Update from previous meeting

3.0 Agenda

- Timesheets
- Presentation
- Friday 08th May 2015's Agenda
- Any other business

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Dan	Unknown but forewarned
Sam H.	Unknown but forewarned
Jake	In sheffield

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
23 (General Meeting 8)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Timesheets:
Meeting hours have been fairly sporadic for the past few weeks on timesheets. A meeting is therefore required to agree on final meeting times.

ACITON: Alex, Calum: Arrange meeting to agree on meeting times

Presentation:
The final sales presentation was discussed and the following sections were assigned to individuals.

- Intro - Alex
- Development - Ali, Dan
- Testing - Sam
- Marketing - Calum, Jake
- Finance - Emmanuel, Penny
- Summary - Alex

The idea of a video demonstration or presenting within LearnEasy was also discussed.

ACTION: Alex: Email Greg Hunt about screen-capture software

Friday 08th May 2015's Agenda:
Friday 08th May 2015's agenda will be as follows:
- Sales Presentation
- Market Research
- Development
- Documentation
- PWS Features

Any other business:
It was noted that the final financial report deadline clashed with an exam being taken by both Emmanuel and Penny.

ACTION: Emmanuel: Email Tony Ward about financial report deadline extension

4.4 Action Summary

ACITON: Alex, Calum: Arrange meeting to agree on meeting times
ACTION: Alex: Email Greg Hunt about screen-capture software
ACTION: Emmanuel: Email Tony Ward about financial report deadline extension

5.0 Next Meeting

The next meeting has been arranged for Friday 08th May 2015.

Expected to attend: ALL