



Meeting Minutes

05 (QA Manual Meeting)

Thursday 29th January 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	29/01/15	Document Produced
Calum Armstrong	1.1	02/06/15	Format editing to conform with standard

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Meeting Minutes

1.0 Attending

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	Yes
Lewis Thresh	(lt669)	Brand Manager	Yes

2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?
Alex	<i>Look into push conflict issues arising when code is committed</i>	In Progress
ALL	<i>Write functional spec. this Wednesday (28th Jan.)</i>	Yes
ALL	<i>Write QA section on individual job role</i>	In Progress
ALL	<i>Decide on company ethos / standards</i>	In Progress
Alex	<i>Write up final Functional Specification Document</i>	In Progress
Sam, Lewis	<i>Scan in Example interfaces and upload to Google Drive</i>	In Progress
Alex	<i>QA: Company profile and vision</i>	In Progress
Emanuel	<i>QA: Organizational structure</i>	In Progress
Calum	<i>QA: Deliverables</i>	In Progress
Sam	<i>QA: Project Management Methodology</i>	In Progress
Ali	<i>QA: Requirements and specifications phase</i>	In Progress
Sam	<i>QA: Design phase</i>	In Progress
Jake	<i>QA: Implementation phase</i>	In Progress
Sam R.	<i>QA: Testing and integration phase</i>	In Progress
Penny	<i>QA: Quality auditing reviews</i>	In Progress
Jake	<i>QA: Sample questionnaire</i>	In Progress
Ali	<i>QA: Code implementation example</i>	In Progress
Ali	<i>QA: Class Diagram</i>	In Progress
Alex	<i>QA: KanBan example</i>	In Progress

Person Responsible	Action Carried Out	Complete?
Alex	QA: GitHub Progress Tracking	In Progress
Alex	QA: GANTT chart	In Progress
Dan	QA: QA metric list template	In Progress
Dan	QA: Manager reports template	In Progress
Emanuel, Penny	QA: Financial statement template	In Progress
Calum	QA: Create folder on google drive to store everything	In Progress
Calum	QA: General company document templates	In Progress
Lewis	QA: Collate QA Manual	In Progress
ALL	Except KanBan invites	In Progress

Figure 1 - Update from previous meeting

3.0 Agenda

- QA Manual

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
N/A	N/A

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
04 (General Meeting 2)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

QA Manual:

In addition to the actions previously discussed, new actions were made and are outlined below. Some previous actions were canceled as a result of the QA manual structure planning as tasks were redistributed.

Individual sections were also discussed and ideas considered by the team. Outputs of this meeting can be seen in the form of the final QA manual.

QA Manual Structure:

- Intro
 - Company profile
 - Vision
- Jobs and Responsibilities
 - Organizational Structure
 - Job Roles
- Deliverables
- Project Management Methodology
 - Agile process Diagram
 - Initial requirement Capture
 - Functional Spec
 - Initial GUI wireframes
 - Project Plan
 - Iterative Process
 - Pick User stories to implement
 - Design and planning phase (just the user stories for this implementation)
 - Implementation and testing
 - If necessary reassess requirements
 - verification testing
 - integration testing
 - Regression testing
 - Final Product Test
 - Quality Assurance Reviews
 - Code Reviews
 - Testing
 - External Deliverable Reviews
 - Document reviewed by at least 2 employees where possible with appropriate expertise
- Document Templates
 - General Document
 - Minutes
 - Test reports
 - GANTT chart
 - KanBan board
 - Timesheets
 - Weekly financial reviews
 - Contracts
 - Market research surveys
 - Review Document
- Code Templates

Deadline for individually written sections: 00:01 Saturday 31st January 2015

ACTION: Sam H.: Agile process diagram
ACTION: Ali: Initial Requirements Capture
ACTION: Jake: Project Plan
ACTION: Sam R.: Iterative Process
ACTION: Ali: Pick User stories to implement
ACTION: Lewis: Design and Planning Phase
ACTION Penny: Final Product Check
ACTION: Dan: Quality Assurance reviews
ACTION: Calum: Document Templates: General Document
ACTION: Calum: Document Templates: Minutes
ACTION: Sam R.: Document Templates: Test Reports
ACTION: Jake: Document Templates: GANTT Chart
ACTION: Jake: Document Templates: KanBan board
ACTION: Calum: Document Templates: Timesheets
ACTION: Emanuel: Document Templates: Weekly financial reviews
ACTION: Calum: Document Templates: Contracts
ACTION: Jake: Document Templates: Market research surveys
ACTION: Dan: Document Templates: Review Document
ACTION: Ali: Code Templates

4.4 Action Summary

CANCELLED ACTION: Sam: Project Management Methodology
CANCELLED ACTION: Ali: Requirements and specifications phase
CANCELLED ACTION: Sam: Design phase
CANCELLED ACTION: Jake: Implementation phase
CANCELLED ACTION: Sam R.: Testing and integration phase
CANCELLED ACTION: Penny: Quality auditing reviews
CANCELLED ACTION: Jake: Sample questionnaire
CANCELLED ACTION: Ali: Code implementation example
CANCELLED ACTION: Ali: Class Diagram
CANCELLED ACTION: Alex: KanBan example
CANCELLED ACTION: Alex: GitHub Progress Tracking
CANCELLED ACTION: Alex: GANTT chart
CANCELLED ACTION: Dan: QA metric list template
CANCELLED ACTION: Dan: Manager reports template
CANCELLED ACTION: Emanuel, Penny: Financial statement template
CANCELLED ACTION: Calum: Create folder on google drive to store everything
CANCELLED ACTION: Calum: General company document templates

ACTION: Sam H.: Agile process diagram
ACTION: Ali: Initial Requirements Capture
ACTION: Jake: Project Plan
ACTION: Sam R.: Iterative Process
ACTION: Ali: Pick User stories to implement
ACTION: Lewis: Design and Planning Phase
ACTION Penny: Final Product Check
ACTION: Dan: Quality Assurance reviews

ACTION: Calum: Document Templates: General Document
ACTION: Calum: Document Templates: Minutes
ACTION: Sam R.: Document Templates: Test Reports
ACTION: Jake: Document Templates: GANTT Chart
ACTION: Jake: Document Templates: KanBan board
ACTION: Calum: Document Templates: Timesheets
ACTION: Emanuel: Document Templates: Weekly financial reviews
ACTION: Calum: Document Templates: Contracts
ACTION: Jake: Document Templates: Market research surveys
ACTION: Dan: Document Templates: Review Document
ACTION: Ali: Code Templates

5.0 Next Meeting

The next meeting has been arranged for Monday 02nd February 2015.

Expected to attend: ALL