Meeting Minutes

11 (PWS Agreement Meeting)

Wednesday 11th February 2015

<u>Document Control</u>

Editor	Version	Date	Update
Calum Armstrong	1.0	11/02/15	Document Produced
Calum Armstrong	1.1	02/06/15	Format editing to conform with standard

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Meeting Minutes

1.0 Attending

Alexander Cash	(ac1054)	sofia	Yes
Calum Armstrong	(ca718)	sofia	Yes
Alistair Jewers	(amj523)	sofia	Yes

Present from Other Companies:

Alex Hopfield	(aph513)	EyeHouse	Yes
Peter Bloxidge	(pb714)	EyeHouse	Yes
Naomi Gilbert	(ng668)	Guava Manuals	Yes
Joel Fergusson	(jdf513)	Guava Manuals	No
Tom Darrington	(tjd511)	Wave Media	Yes
David Killburn	(dk666)	Wave Media	Yes
Alisdair Baynes	(ab1357)	MusicProdX	Yes
Carlos Archila	(caa516)	Claritas	Yes
Andrew Perry	(ap1019)	Claritas	Yes

2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?
Ali	*issue tagging and branch pushing demonstration*	Not discussed
Sam H.	*TeachEasy and LearnEasy UI Design*	Not discussed
Lewis	*Logos finalized*	Not discussed
Jake	*Teacher market research ethics form*	Not discussed
Sam	*Student market research ethics form*	Not discussed
ALL	*Presentation drafts*	Not discussed

Figure 1 - Update from previous meeting

3.0 Agenda

- Purpose of meeting
- PWS Agreement

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Joel	Choir Practice

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:

Purpose of meeting:
> It was discussed that there was no hand in required relating to the PWS.

> It was agreed that this meeting should result in an agreement of a standard XML. A standard template should also be drawn up.

> The production of a XML schema was also discussed

PWS Agreement:
> The following formatting restrictions were agreed:
> • All lower case
> • No spaces

> The following spelling was agreed:
> • colour -> color

> It was agreed that the XML should include a group identifier tag (group ID)

> The following was also agreed with regards to specific contents:

> Positioning
> • Relative positioning (ie. 0-1)
> • Measurements from top left of screen
> • "xstart", "ystart" indicate top left of object

> Document information
> • "Author" indicates the person who created the file
> • "version" is the file version
> • "comment" is a comment on the file
> • "groupid" is the group ID - used to differentiate between adaptation of the XML

> Default Settings
> • All programs must be able to handle default font and background colour settings. The handling of any other default settings is not required.

> Colours
> • Represented in 8 digit Hex

> Font size
> • Denoted by an integer - defines point size

> Scale
> • Floating point format
> • For a scaling of 1, leave tag blank

> Start Time
> • Floating point format
> • Float is an indication of duration in seconds
> • Relative to the time the slide is initially shown

Duration
- Floating point format
- Float is an indication of duration in seconds
- For infinite duration, leave tag blank

Slides
- Slides should be saved into XML file in sequential order

Text Object
- Source file should be of .txt format.
- File location should be a URL of string format

Image Object
- Format: .png or .jpg

Audio Object
- Format: .aac
- Default is to play one

Video Object
- Format: .mkv

Graphic Object
- Type = oval, rectangle, line
- "solid" is whether or not the shape has a fill (boolean)
- "graphiccolor" is the colour of the outline and fill
- "color2" is the outside colour of the cyclic shading

The resultant PWS can be seen in the PWS document found on Google Drive

4.4 Action Summary

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

5.0 Next Meeting

PWS Agreement
No future meetings have been arranged with regards to inter-group PWS agreements.

General Meeting 3
The next meeting has been arranged for Wednesday 18ᵗʰ February 2015.

Expected to attend: ALL