Meeting Minutes

06 (Quick Meeting 3)

Monday 02nd February 2015

Document Control

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

Table Of Contents

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?
Alex	*Look into push conflict issues arising when code is committed*	Yes
ALL	*Write QA section on individual job role*	Yes
ALL	*Decide on company ethos / standards*	Yes
Alex	*Write up final Functional Specification Document*	Yes
Sam, Lewis	*Scan in Example interfaces and upload to Google Drive*	Yes
Alex	*QA: Company profile and vision*	Yes
Emanuel	*QA: Organizational structure*	Yes
Calum	*QA: Deliverables*	Yes
Lewis	*QA: Collate QA Manual*	Yes
ALL	*Except KanBan invites*	Yes
Sam H.	*QA: Agile process diagram*	Yes
Ali	*QA: Initial Requirements Capture*	Yes
Jake	*QA: Project Plan*	Yes
Sam R.	*QA: Iterative Process*	Yes
Ali	*QA: Pick User stories to implement*	Yes
Lewis	*QA: Design and Planning Phase*	Yes
Penny	*QA: Final Product Check*	Yes
Dan	*QA: Quality Assurance reviews*	Yes
Calum	*QA: Document Templates: General Document*	Yes

Person Responsible	Action Carried Out	Complete?
Calum	*QA: Document Templates: Minutes*	Yes
Sam R.	*QA: Document Templates: Test Reports*	Yes
Jake	*QA: Document Templates: GANTT Chart*	Yes
Jake	*QA: Document Templates: KanBan board*	Yes
Calum	*QA: Document Templates: Timesheets*	Yes
Emanuel	*QA: Document Templates: Weekly financial reviews*	Yes
Calum	*QA: Document Templates: Contracts*	Yes
Jake	*QA: Document Templates: Market research surveys*	Yes
Dan	*QA: Document Templates: Review Document*	Yes
Ali	*QA: Code Templates*	Yes

Figure 1 - Update from previous meeting

3.0 Agenda

- Timesheets
- Planning
- Finances
- Any other business

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Jake	Was not aware of meeting

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
05 (QA Manual Meeting)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Timesheets:
Meeting hours were confirmed for the previous few weeks after confusion had arisen:

Week Commencing Monday 19th January 2015
• Monday - 1 hour meeting
• Wednesday - 3 hour meeting

Week Commencing Monday 26th January 2015
• Monday - 0.75 hour meeting
• Wednesday - 3 hour meeting
• Thursday - 2 hour meeting (Lab work)

ACTION: ALL: Timesheets to be filled in correctly and handed to Calum

Planning:
It was agreed that the meeting to be held on Wednesday 4th February 2015 will be dedicated to planning for the first iteration.

ACTION: Alex: Email Stuart about Project Wide Standards

The use of saxparse / donparse was discussed to read / write the XML file.

Our plan will be made in terms of "pair hours" - This will be the time taken for a pair of people to write a piece of code. "Billed hours" will therefore be "pair hours" x 2.

Finances:
General finances were discussed and are summarized below.

Income
• Loan
• Contracts - selling code

Outgoings
• Employee wages
• Rent
• Contracts - buying code

ACTION: Alex: Email Stuart about when we are to start paying employees from

Our loan will come in two separate batches.

It was agreed that we will predict that employees will work on average 10 hours a week up to and including the week commencing Monday 2nd February 2015. From the week commencing Monday 9th February 2015, average working hours were predicted to be 15 hours per week.

Finance (Penny and Emanuel) agreed to meeting tomorrow to discuss the financial plan. This meeting was to be arranged amongst themselves.

ACTION: Emanuel, Penny: Arrange meeting to discuss financial plan

Any other business:
There was no other business to discuss

4.4 Action Summary

ACTION: ALL: Timesheets to be filled in correctly and handed to Calum
ACTION: Alex: Email Stuart about Project Wide Standards
ACTION: Alex: Email Stuart about when we are to start paying employees from
ACTION: Emanuel, Penny: Arrange meeting to discuss financial plan

5.0 Next Meeting

The next meeting has been arranged for Wednesday 04th February 2015.

Expected to attend: ALL