



Meeting Minutes

*18 (General Meeting 6 and Product
Demonstration)*

Wednesday 11th March 2015

Document Control

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Calum Armstrong	1.0	11/03/15	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
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>Compose email to Stuart addressing feedback concerns</i>	Awaiting reply
Emmanuel, Penny	<i>Draft spreadsheet to re-apply for loan</i>	Yes
Alex	<i>Alter user stories to better fit release specifications</i>	Yes
Alex	<i>Translate release plan to KanBan tasks</i>	No
Alex, Calum	<i>Look into support of .ogg and .m4a without javaFX</i>	In Progress
Sam H.	<i>Implement a more up to date GUI before demonstration</i>	Yes
Calum, Alex	<i>Implement looping feature in audio handler</i>	In Progress
	<i>Create standard media handler test file</i>	
Ali	<i>This can be found on the Google Drive</i>	Yes
ALL	<i>Complete and file all test reports for first iteration</i>	In Progress
	<i>Discuss Presentation feedback at University Supervision meetings</i>	
ALL	<i>Supervisors to speak to Stuart regarding a reply to our concerns</i>	Yes

Figure 1 - Update from previous meeting

3.0 Agenda

- Product Demonstration
- Test Reports
- Project Planning / Tracking
- Work Review
- Easter
- Post-Easter Work
- Any other business

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
17 (Quick Meeting 7)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Product Demonstration:

The Product Demonstration went well. There was one glitch however when scanning through a video in full screen mode.

ACTION: Ali: Look into full screen video scanning

Test Reports:

For all test reports already filed, and failures have been translated into issues on GitHub.

ACTION: ALL: Check test reports for relevant media handlers for any failures

ACTION: Alex: Test Image Handler

ACTION: Sam R.: Prepare tests for Text and Graphics Handler

Project Planning / Tracking:

The iteration diagram produced by Alex was discussed and all employees were made aware of the plans. It was agreed that tasks needed to be planned in more detail, and include time expectations.

ACTION: Calum: Collate previous tasks from minutes

ACTION: Alex: Arrange planning meeting for Week 1, Summer term

Work Review:

An update was given from each area of the company regarding their progress.

Software:

- See software summary diagram found on Google Drive
- LearnEasy software is nearly complete
- TeachEasy Editor interface and TeachEasy Editor runtime still needs implementing

ACTION: Ali: Break down Editor interface and Editor runtime blocks in software summary diagram

ACTION: Ali: Implement warning / error pop up windows

It was discussed that during release 2 software must work more closely with GUI due to a more involved interface

GUI:

- LearnEasy interface is almost complete
- Icons are also under development
- Considering the implementation of a splash screen including company logo
- Currently writing a design philosophy document which will be available on the Google Drive soon

ACTION: Sam H., Lewis: Design student certificate for LearnEasy

Testing:

- A number of tests are underway / partially completed, however the multiple choice answer box is the only object which has fully passed testing
- XML parser is currently passing all tests, however will need continual updating, and therefore continual tests
- GUI is currently going under continuous manual testing

ACTION: Sam R.: Test renderer

ACTION: Sam R.: Test runtime

Finance:

- Financial plan has been re-submitted and we are awaiting approval
- Work is continuing with determining product price
- A financial projection will soon be required, but is planned for
- Working hours are currently deemed very reasonable

ACTION: Alex: Email Tony Ward about selling strategies

Marketing:

- A rough demand and gap in the market has been determined
- 2 further surveys and under production for teachers and students to increase sample size

ACTION: Jake: Produce survey related to GUI

Easter:

It was agreed that surveys will be completed and sent out over this time.

Work / code already completed should be tidied up.

GUI are aiming to make significant progress over the coming weeks.

ACTION: Jake: Look into brand awareness / selling points of sofia

ACTION: Alex: Look into youtube streaming

ACTION: Ali: Reformat XML

ACTION: Ali: Look into support for object timings in product

Post-Easter Work:

Subject to planning meeting, it was agreed that work on release 2 would begin after Easter.

Any other business:

Regarding Fridays hand in for iteration one, the following is a list of what is required:

- Demonstration folder
- GUI Screenshots / wireframes / icons
- XML testing table
- Test reports
- Software design diagram
- Iteration plan
- Finance summary
- Market research summary
- QA Metrics
- PWS
- Contracts

ACTION: Emmanuel, Penny: Write Finance summary

ACTION: Jake: Write Marketing summary

ACTION: ALL: Complete Individual QA Metrics report

ACTION: Alex: Ensure all documents are compiled for Friday 13th March 2015

4.4 Action Summary

ACTION: Ali: Look into full screen video scanning

ACTION: ALL: Check test reports for relevant media handlers for any failures

ACTION: Alex: Test Image Handler

ACTION: Sam R.: Prepare tests for Text and Graphics Handler

ACTION: Calum: Collate previous tasks from minutes

ACTION: Alex: Arrange planning meeting for Week 1, Summer term

ACTION: Ali: Break down Editor interface and Editor runtime blocks in software summary diagram

ACTION: Ali: Implement warning / error pop up windows

ACTION: Sam H., Lewis: Design student certificate for LearnEasy

ACTION: Sam R.: Test renderer

ACTION: Sam R.: Test runtime

ACTION: Alex: Email Tony Ward about selling strategies

ACTION: Jake: Produce survey related to GUI

ACTION: Jake: Look into brand awareness / selling points of sofia

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ACTION: Emmanuel, Penny: Write Finance summary

ACTION: Jake: Write Marketing summary

ACTION: ALL: Complete Individual QA Metrics report

ACTION: Alex: Ensure all documents are compiled for Friday 13th March 2015

5.0 Next Meeting

UX Software Integration Meeting

The next meeting has been arranged for Tuesday 17th March 2015.

Expected to attend: Ali, Dan, Lewis, Sam H.

Quick Meeting 8

The next meeting has been arranged for Monday 13th April 2015.

Expected to attend: ALL