



Meeting Minutes

29 (General Meeting 11)

Friday 29th May 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	29/05/15	Document Produced
Calum Armstrong	1.2	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	No
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?
Ali	<i>Implement warning / error pop up windows</i> <i>Errors have been generated, however pop up windows still need to be implemented</i>	In Progress
Sam R.	<i>Test renderer</i>	Yes
Sam R.	<i>Test runtime</i>	Yes
Sam R.	<i>Distribute test cases for the parser and bought code</i>	Yes
Calum, Penny, Ali	<i>Implement template restriction - One can only be applied to a new page</i>	In Progress
Alex	<i>Email Greg Hunt about screen-capture software</i>	Canceled
Calum, Lewis	<i>Look into KenGen outsourcing pricing</i> <i>Open source KenGen will be considered instead</i>	Canceled
Alex	<i>Send a third email regarding Tender Presentation Feedback</i>	Awaiting Reply
ALL	<i>Submit all backdated timesheets</i>	Yes
Dan, Ali	<i>Look into fixing page swapping bug</i>	Yes
ALL	<i>Rectify any test report fails</i>	In Progress
Dan, Lewis	<i>Work to create certificate</i>	Yes

Figure 1 - Update from previous meeting

3.0 Agenda

- Product Demo
- Presentation
- Marking
- Coding

4.0 Minutes

4.1 Absences:

Person Absent	Reason?
Emmanuel	Family circumstances

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Meeting	Approved By
28 (Quick Meeting 11)	Calum Armstrong - lack of informative content noted

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Product Demo:

Unfortunately we failed the lesson during the demo, however the demonstration did go well.

Points raised - Saving lesson mid way through to return later, being able to track which lesson attempt the student is on (prevent taking the lesson multiple times), work hard on demonstration structure so it is smooth, recommended to use TeachEasy first. Create something in TeachEasy and then demo that lesson in LearnEasy. Could then also demo a more complex lesson in LearnEasy.

Presentation:

In General, honesty is the best policy. Specifically, with regards to survey results be honest with survey response and scope of survey. It fair to say 100% answered yes, however be honest and upfront. When dealing with sales projections though, be reasonable. Don't be afraid to use the real numbers, but potentially acknowledge it is a limited survey - explain why we struggled (hard target market to reach).

Consider the sales presentation as a general, bit of everything presentation to investors, customers, press, etc. Try and cover all bases.

Advised to present key figures, but possibly print off detailed numbers in a hand out.

Marking:

Group work is important as well as individual. It is weighted 35% group mark, and 65% individual mark.

Coding actions:

ACTION: Alex: Multiple choice bounding boxes

ACTION: Alex: Audio handler refactoring

ACTION: Alex: Audio handler boundary box

ACTION: Ali: Video handler bug

ACTION: Ali: Template integration

ACTION: Ali: Organize general commenting / refactoring

Presentation Actions:

ACTION: Alex: Write presentation introduction and outro

ACTION: Dan: Insert graphs for interactive media in education in presentation

ACTION: Sam R.: Product Intro

ACTION: Sam R., Ali: Product Demo

ACTION: Alex: Future development

ACTION: Calum: Presentation extras / handouts

ACTION: Lewis: Question preparation

ACTION: Lewis: Financial Figures justifications

4.4 Action Summary

ACTION: Alex: Multiple choice bounding boxes

ACTION: Alex: Audio handler refactoring

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ACTION: Ali: Organize general commenting / refactoring

ACTION: Alex: Write presentation introduction and outro

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ACTION: Sam R.: Product Intro

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ACTION: Calum: Presentation extras / handouts

ACTION: Lewis: Question preparation

ACTION: Lewis: Financial Figures justifications

5.0 Next Meeting

No Future Meetings have been arranged for this project.