



Meeting Minutes

25 (General Meeting 9)

Friday 08th May 2015

Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	08/05/15	Document Produced
Calum Armstrong	1.1	02/06/15	Format editing to conform with standard

Table Of Contents

1.0 Attending	4
2.0 Update from Previous meeting(s)	4
3.0 Agenda	5
4.0 Minutes	5
<i>4.1 Absences:</i>	5
<i>4.2 Previous Minutes Approved:</i>	5
<i>4.3 Matters Arising:</i>	6
<i>4.4 Action Summary</i>	7
5.0 Next Meeting	7

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?
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>	No
Sam R.	<i>Test runtime</i>	No
Jake	<i>Produce survey related to GUI</i>	No
Jake	<i>Look into brand awareness / selling points of sofia</i>	In Progress
Sam R.	<i>Co-ordinate re-testing of Media Handlers</i>	In Progress
Alex	<i>Re-Email Stuart reminding him of our presentation concerns</i>	Awaiting Reply
ALL	<i>Request survey responses from all qualifying contacts</i>	In Progress
Sam R.	<i>Distribute test cases for the parser and bought code</i>	No
Calum, Penny, Ali	<i>Implement template restriction - One can only be applied to a new page</i>	No
ALL	<i>Brainstorm ideas for final sales presentation</i>	Yes
Alex, Calum	<i>Arrange meeting to agree on meeting times</i>	Yes
Alex	<i>Email Greg Hunt about screen-capture software</i>	Awaiting Reply
Emmanuel	<i>Email Tony Ward about financial report deadline extension</i>	Awaiting Reply

Figure 1 - Update from previous meeting

3.0 Agenda

- Sales Presentation
- Market Research
- Development
- Documentation
- PWS Features
- 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
24 (Quick Meeting 8)	Alex Cash

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Sales Presentation:

It was agreed that discussion of testing would be merged with the presentation of our software.

Previous section allocations were revised and are now as follows:

- Intro - Alex
- Development and Testing - Ali, Dan
- Marketing - Calum, Jake
- Finance - Emmanuel, Penny
- Summary - Alex

In order to accurately build a business model research is needed into KeyGen software.

ACTION: Calum, Lewis: Look into KenGen outsourcing pricing

The following dates were arranged for Presentation Development. All Without exams are expected to attend.

- Friday 15th May 2015
- Saturday 23rd May 2015
- Thursday 28th May 2015

Market Research:

The marketing questionnaire was discussed and it was decided that a identifier question should be added.

ACTION: Alex: Add identifier question to marketing survey

Jake was reminded of the action to look into brand awareness and agreed to complete a marketing report in the coming weeks.

ACTION: Jake: Complete marketing report

Development:

Employees were reminded to continue with development despite exams.

It was noted that we may be further ahead with development than we may think. This is due to the fact that the final GUI is not yet implemented, and so the program looks very basic. Whilst object selection and editing is possible, the drag and drop functionality seems unreachable. It was noted that The team working on LearnEasy development are struggling with mark allocations, however are using work around solutions with some success.

Documentation:

As the final deadline approaches, documentation needs collating and organizing.

ACTION: Calum: Begin collating all documentation from Friday 15th May 2015

PWS Features:

It was noted that the development team are unsure as to whether it is necessary to implement functionality for all PWS features - specifically, object timing.

ACTION: Ali: Email Stuart about timing functionality

Any other business:

Monday 11th May 2015's meeting will be cancelled due to exams. Friday 15th May 2015's meeting will also be officially canceled, however a meeting will take place between Lewis and Calum to begin work on the sales presentation which other are welcome to come to if they are able to.

4.4 Action Summary

ACTION: Calum, Lewis: Look into KenGen outsourcing pricing

ACTION: Alex: Add identifier question to marketing survey

ACTION: Jake: Complete marketing report

ACTION: Calum: Begin collating all documentation from Friday 15th May 2015

ACTION: Ali: Email Stuart about timing functionality

5.0 Next Meeting

The next meeting has been arranged for Monday 18th May 2015.

Expected to attend: ALL