



# **Meeting Minutes**

*26 (Sales Presentation Meeting)*

*Monday 18<sup>th</sup> May 2015*

# Document Control

Editor	Version	Date	Update
Calum Armstrong	1.0	18/05/15	Document Produced
Calum Armstrong	1.1	02/06/15	Format editing to conform with standard

# **Table Of Contents**

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

# 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>	Yes
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
Alex	<i>Email Greg Hunt about screen-capture software</i>	Awaiting Reply
Emmanuel	<i>Email Tony Ward about financial report deadline extension</i> <i>Deadline has been extended to Monday 25<sup>th</sup> May 2015</i>	Yes
Calum, Lewis	<i>Look into KenGen outsourcing pricing</i>	No
Alex	<i>Add identifier question to marketing survey</i>	Yes

Person Responsible	Action Carried Out	Complete?
Jake	<i>Complete marketing report</i>	Yes
Calum	<i>Begin collating all documentation from Friday 15<sup>th</sup> May 2015</i>	Yes
Ali	<i>Email Stuart about timing functionality</i>  <i>There is no fixed answer, we should do whatever we can best justify</i>	Yes

Figure 1 - Update from previous meeting

### **3.0 Agenda**

- Sales Presentation
- 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
25 (General Meeting 9)	Alex Cash

Figure 3 - Approval of previous minutes

### **4.3 Matters Arising:**

#### **Sales Presentation:**

Results of this meeting can be seen in the form of the sales presentation skeleton found on the Google Drive.

#### **Any other business:**

There was no other business to discuss.

### **4.4 Action Summary**

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

### **5.0 Next Meeting**

The next meeting has been arranged for Friday 22<sup>nd</sup> May 2015.

Expected to attend: ALL