UNIVERSITY OF SURREY

Meeting Agenda
Friday 27 October 2014 9:30 – 10:00
Location: 15 BB 02

Attendees
- Dr Stephan Wesemeyer – Supervisor
- Chara Katiri – BSc Hons Computer Science Student

Objective
Further discussion on Final Year Project.

Schedule

Points to address	Approx. Time Required

1. Reading and approval of minutes from previous meeting.
    1.1. A number of project ideas provided by SW were discussed further.
    1.2. The Pinboard web development was chosen by CK as the 1st choice for FYP. CK got in touch with the IT services; she is now waiting for the approval.
    The 'Open Day web application' is chosen by CK as the 2nd choice in case the 1st option is not approved.
    1.3. Weekly meeting date and time secured (Tuesdays 9:30-10:30).
	5'

2. Issues.
    2.1. Is possible for the Pinboard solution not to be accepted by the IT Services.
    2.2. Option for sign in/log in?
    2.3. Payment functionalities?
	5'

3. Next Steps, timescales and tasks.
    3.1. Requirements gathering and creation of BRD. (This will be included in the documentation of the FYP.)
    3.2. Analytics: number of spam/junk email currently being sent and how they affect the network traffic/servers.
    3.3. Development. (Present the items as thumbnails.)
    3.4. UAT including testing on various Web Browsers.
    3.5. Lean market/MVP ("minimum viable product"). Ring-fenced deployment to specific users (CS students?) to collect feedback regarding the solution's usability and functionalities.
    3.6. Improvements based on feedback.
    3.7. Creation of user guides.
    3.8. Deployment of the solution.
    3.9. Analytics: number of spam/junk email sent after the deployment of the solution and how they affect the network traffic/servers. Number of page visitors.
	10'

4. AOB/Matters Arising.	5'

Actions	Assigned to	Deadline
1. FYP topic to be confirmed (pending on IT services response).	CK	29/10/14

Matters Arising