

Meeting 15 | Minutes

Meeting date | time 03/02/120 | 11:00 | Meeting location Library LMO 225

Meeting called by	Whole Team	Attendees
Type of meeting	Weekly Scheduled	Daniel Bishop (dmb537)
Facilitator	Oliver Still	Oliver Clarke (odjc500)
Note taker	James Gardner	James Gardner (jadg502)
Timekeeper	James Gardner	Stijn Marynissen (sm2174)
		Che McKirgan (cwjm501)
		Cameron Smith (cs1869)
		Oliver Still (os705)
		Eric Walker (ew1150)

AGENDA TOPICS

Time allotted | 10 | Agenda Topic Discuss Previous Meetings Actions |

Discussion: To address any actions from previous meeting and check all tasks are progressing on track. Address any issues that have arisen over the week.

XML Schema Progress Update

User Stories Mid Priority

Logging Hours

Should be getting feedback from the functional spec this week.

Conclusion:

XML Schema, meeting this week to discuss the group contract.

Dan had a look at several ways. Everything was covered by Stuart's example. So might just be best to modify that example.

#	Action items	Person responsible	Deadline
1	List of changes we want to make to the XML Schema provided by Stuart.	Dan	5/02
2	Complete User Stories for Mid Priority	James, Che, Dan	07/02

Time allotted | 5 | Agenda topic QA Manual | Presenter Oliver Still

Discussion: Feedback provided by Tony.

Conclusion: Not much feedback.

#	Action items	Person responsible	Deadline
3	Everyone should address any changes and issues raised and make edits to the QA.	All	Later

Time allotted | 10 | **Agenda topic** *Financial Business Plan* | **Presenter** *Oliver Still*

Discussion: Due this friday, 7th feb. The structure is laid out but the first few pages need completing

Conclusion: Closing

#	Action items	Person responsible	Deadline
4	Financial Plan Market Analysis 2.4	Cameron	6/02

Time allotted | 10 | **Agenda topic** *Presentation* | **Presenter** *Oliver Still*

Discussion: 17/02. Everyone needs to summarise their role. There is now a small script for the presentation

https://docs.google.com/document/d/13weD7Qw2_qy9VeV1lvdYsBIVFmhssR-wi8csllp_eCo/edit

Conclusion:

By next week's meeting we should be looking to finish the presentation ready to practice and trim. Oli Still will maintain the presentation.

#	Action items	Person responsible	Deadline
5	Complete your role introduction.	All minus Cameron	07/02

Time allotted | 15 | **Agenda topic** *Iteration State* | **Presenter** *James*

Discussion: Demonstration of current state of iteration 0.

People should think about the modules they might be interested in focusing on and begin some research in the area.

vlcj <http://capricasoftware.co.uk/projects/vlcj>

Use the JavaFX learning branch or take a separate branch off the user story 001 so that the work you are doing is implementable in the software.

Look for the user story and fill out the test in the format of the first few.

#	Action items	Person responsible	Deadline
6	Choose a module and research how this will be done.	All	20/02

Extra Notes:

Trello:

People need to make sure they are clocking their hours working on the project. Everyone should log hours before leaving this meeting.