

# Meeting 16 | Minutes

Meeting date | time 10/02/20 | 11:00 | Meeting location Library LMO 225

Meeting called by	Whole Team	Attendees
Type of meeting	Weekly Scheduled	Daniel Bishop (dmb537)
Facilitator	Oliver Still	James Gardner (jadg502)
Note taker	James Gardner	Stijn Marynissen (sm2174)
Timekeeper	James Gardner	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.

**Conclusion:** Nothing from last week.

Time allotted | 15 | Agenda topic Presentation | Presenter Oliver Still

**Discussion:** Everyone needs to work on the presentation and this is the priority this week. Each person will have a section to talk about their role and the companies focus/approach on that role.

**Conclusion:** Closing

#	Action items	Person responsible	Deadline
	Topic 1	Name	Date / Time
	Topic 1	Name	Date / Time

Time allotted | Time | Agenda topic XML Done | Presenter Oliver Still

**Discussion:** XML is finished and waiting for approval from other project managers.

**Conclusion:** Closing

Time allotted | 10 | Agenda topic Iteration 1 | Presenter Oliver Still

**Discussion:** Thursday 20th is the start. First set of stories will need assigning to pairs and a plan of what we will begin to work on.

**Conclusion:**

Dan and Eric - XML and Presentation

Che and Oli - Media Player / Video Chat - Stream

Oli and Cameron - Whiteboard

Stijn and James - UX and Account Login Extras

---

**Time allotted** | 5 | **Agenda topic** *Finances* | **Presenter** *Oliver Still*

**Discussion:** We had a huge spike in hours last week. Hopefully this will balance out over Easter but from now on. Each person should be aiming for around 8.5 hours this week. But this can be balanced if someone does more and someone does less. The average across the whole group should be 8.5. If you need more time, get it approved by Oliver Clarke.

**Conclusion:** Closing

Extra Notes:

QA Manual will need some edits.

Oliver Clarke (odjc500) Prior agreed absence.