

# Meeting 11 | Minutes

Meeting date | time 02/12/19 | 10:00 | Meeting location Library LMO 225

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

## 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.

Stijn - Basic app design and colour pallet for Tutor-Point.

Cameron - Company colour pallet.

All - Clockify all hours, some people have contributed to the QA Manual but this is not logged on Clockify.

**Conclusion:**

Company colour pallet on Google Drive - <https://drive.google.com/open?id=15KWOaQxDbNxoifz-kWVdX1qBCSlfvFgQ>

#	Action items	Person responsible	Deadline
1	Put the Tutor-Point colour pallet on the Google Drive	Stijn Marynissess	6/12 17:00
2	Update Clockify with all hours	All	N/A

Time allotted | 10 | Agenda topic QA Manual | Presenter James Gardner

**Discussion:** Some of the final sections that need completing and it would be good to have these done before the meeting on wednesday so as to enable that meeting to be about refinement.

**Conclusion:** Meeting on Wednesday at 14:00 in P/T/111

#	Action items	Person responsible	Deadline
3	Test Driven Development Section 4.3.1	Daniel Bishop	4/12 14:00
4	Everyone should work on any incomplete sections.	All	4/12 14:00
5	Meeting on Wednesday 2nd to finalise QA Manual draft	All	4/12 14:00

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**Time allotted** | 1hr | **Agenda topic** User Stories Velocities | **Presenter** Oliver Still

**Discussion:** The group discussed the most important user stories and discussed the velocity estimates using flash cards. This will then be used to help create a timeline for the project.

**Conclusion:** This was a very valuable exercise and encouraged a lot of discussion over what each user story means/wording of each story, prioritisation of certain elements and suggestions on how to approach each story.

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**Time allotted** | 10 | **Agenda topic** Trello Project Management | **Presenter** Oliver Still

**Discussion:** Demonstration of the Trello project management app that the company will be using. Showing how to add and manage tasks and meetings and keep user

<https://trello.com/power-ups/55a5d916446f517774210004/github> This is a link to the GitHub trello integration for some information on it's capabilities.

**Conclusion:** N/A

#### **Extra Notes:**

##### **Christmas Plans:**

Oliver Still - Away from 22nd Dec - 28th Dec.

Oliver Clarke - Away from 23rd Dec - 27th Dec.

James Gardner - Out of office 23th Dec to 25th Dec.

Che McKirgan - Away from 22nd Dec - 3rd Jan.

Cameron Smith - Away from 7th Dec - 3rd Jan.

Daniel Bishop - Away from 7th Dec - 5th Jan.

Stijn Marynissen - Away from 8th Dec - 3rd Jan.

Eric Walker - Away from 8th Dec - weekend before NY.