SwEng Group 2 Meeting 5 | Minutes

Meeting date | time *04/11/19 | 10:00* | Meeting location *Library LMO 225*

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

AGENDA TOPICS

Time allotted | *5* | 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: Some members of the team still needed to update their Clockify name.

Action items	Person responsible	Deadline
Update Clockify name.	Daniel Bishop	11/11

Time allotted | *30* | Agenda topic *Assign Team Roles|* Presenter *Oliver Still*

Discussion: To assign specific team roles as per example QA Manual and Stuart's suggestions.

Possible roles include:

> Project Manager
>
> Product Manager
>
> Finance Manager
>
> Design and Specification Manager
>
> Lead Programmer
>
> Marketing Manager
>
> QA and Documentation Manager
>
> Testing and Integration Manager

Oliver Still proposed that everyone will have a main role but each person will have supporting roles so a small team on each section. This will mean a small number of people can work on each portion.

Conclusion: Roles have been chosen and detail is within the project meeting documentation. Due to Eric's absence he will still need to choose his preferred role.

Action items	Person responsible	Deadline
Choose role preferences add to meetings documents.	Eric Walker	11/11

Time allotted | *10* | Agenda topic *Choosing the Project* | Presenter *Oliver Still*

Discussion Online Tutoring App Chosen

Action items	Person responsible	Deadline
Decide main story, what the product is and how it will function. Create a list of functionality from a user perspective. Product Description document on Google Drive. Think about priority of each function/feature. Note: All time spent completing any 'Action Item' should be logged on Clockify as billable work.	All	11/11

Time allotted | *5* | Agenda topic Topic *Company/Product Name* | Presenter Name *Oliver Clarke*

Discussion A name needs to be chosen for the company and product.

Action items	Person responsible	Deadline
Choose a name for the product and company. Design a Logo. Note: All time spent completing any 'Action Item' should be logged on Clockify as billable work.	Cameron Smith Stijn Marynissen	11/11

Extra Notes:

Action items	Person responsible	Deadline
Read through these documents: https://www.elec.york.ac.uk/internal_web/meng/yr3/modules/SWEng_Project/JavaYear2/Lecture07.pdf https://www.elec.york.ac.uk/internal_web/meng/yr3/modules/SWEng_Project/JavaYear2/Lecture08.pdf https://www.elec.york.ac.uk/internal_web/meng/yr3/modules/SWEng_Project/JavaYear2/Lecture09.pdf http://circe.univ-fcomte.fr/Docs/Java/Tutorial.20060804/ui/features/components.html https://www.elec.york.ac.uk/internal_web/meng/yr3/modules/SWEng_Project/PWS/Lect3.pdf	All	11/11

Note: All time spent completing any 'Action Item' should be logged on Clockify as billable work.		

Eric Walker (ew1150) was absent due to illness.