

Meeting 20 | Minutes

Meeting date | time 09/03/30 | 11:00 | **Meeting location** Library LMO 225

Meeting called by Whole Team
Type of meeting Weekly Scheduled
Facilitator Oliver Still
Note taker James Gardner
Timekeeper James Gardner

Attendees

Daniel Bishop (dmb537)
Oliver Clarke (odjc500)
James Gardner (jadg502)
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 the previous meeting and check all tasks are progressing on track. Address any issues that have arisen over the week.

Conclusion: Everyone Log Hours.

Time allotted | Time | Agenda topic Start of Second Iteration | **Presenter** Oliver Still

Discussion: Adding a New Story for James and Stijn regarding the GUI.

Chosen to use the in built video player for JavaFX over vlcj.

Conclusion: Closing

| # | Action items | Person responsible | Deadline |
|---|---------------------------|--------------------|----------|
| 1 | Add new stories to Trello | James | 09/03 |

Time allotted | 5 | Agenda topic Testing | **Presenter**

Discussion: Tests are finished and so needs merging into main.

Conclusion: Closing

| # | Action items | Person responsible | Deadline |
|---|------------------------------|--------------------|----------|
| 2 | Dev to be merged into Master | Dan | 10/03 |
| 3 | Add issues to GitHub | Dan and Eric | 10/03 |

Time allotted | 10 | **Agenda topic** *Test and Integration Plan* | **Presenter** *Oliver Still*

Discussion: Tony had some concern over having a plan for the amount of time allocated for testing each iteration. Add time estimates for each iteration to the plan so that this can be budgeted.

Testing of the xml portion of the code is mainly only tested by unit tests and integration testing so needs a note explaining why integration tests wont work.

Conclusion: Closing

| # | Action items | Person responsible | Deadline |
|---|--------------|--------------------------|----------|
| 4 | Finish TIP | Dan, Eric, James and Che | 13/03 |

Time allotted | 5 | **Agenda topic** *QA Metrics* | **Presenter** James Gardner

Discussion: People that need to complete their QA Metrics informed.

Conclusion: Closing

| # | Action items | Person responsible | Deadline |
|---|---------------------|--------------------|----------|
| 5 | Fill out QA Metrics | All | 12/03 |

Extra Notes:

Stijn Marynissen (sm2174) Pre-informed absence.