

Meeting 27 | Minutes

Meeting date | time 13/04/20 | 11:00 | **Meeting location** Google Hangouts

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)
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 the previous meeting and check all tasks are progressing on track. Address any issues that have arisen over the week.

Conclusion: Log your hours on clockify and keep the project log up to date with your work.

A note on formatting the logs to help with the way of searching the time for each subject.

Make sure the time spent on each story is a separate log.

Time allotted | 5 | Agenda topic Mental Health | **Presenter** Oliver Still

Discussion: We are now in our fourth week of isolation so it's understandable that people might be struggling for motivation. If you have any issues don't hesitate to raise them.

Conclusion: Closing

Time allotted | 15 | Agenda topic Iteration 4 Updates | **Presenter** All

Discussion:

017 - Mirror Whiteboard

Oli Still, Che

Lots of work done over the weekend. Getting very close to completed. Doesn't join other people into a session yet but not far from finished. Need the help of Daniel with the new client listener thread.

029 - Text Chat

Oli Clarke

Not too much change. Will use some of the way the whiteboard is implemented.

032 - Dynamic Home Screen

James, Stijn

Mostly complete. Need to implement a live tutor fetch for when tutors are presenting.

021 - Whiteboard Text

Cameron

95% of the way there.

022 - Whiteboard Access Control

Oli Still, Che

Same as 017 no further info.

023 - Presentation Sharing

Dan, Eric

Not sure if this will be implemented by the end of this iteration.

Got lots of time assigned for this story.

027 - User Stream Select

James, Stijn

Needs to roll over to next iteration.

028 - Tutor Switch Presentation View

(Complete)

Conclusion: Closing

Time allotted | 10 | Agenda topic *HTML Tour Updates and Plan* | **Presenter** *Oliver Still*

Discussion: Lots of the groundwork has been completed for the website by Oli. People should now join in on writing their sections and adding images of themselves e.t.c.

Next week people should be assigned the next iteration to actually working on the website as less stories.

There is a new project category for the HTML Tour on clockify.

Time allotted | 2 | Agenda topic *Demonstration, Sales Presentation and finance* | **Presenter** *James*

Discussion: Putting off presentation till later as we should have time in the final two weeks of term to complete this.

Final financial report is being started now.

Conclusion: Closing

Extra Notes: