

Meeting # | Minutes

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

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|-------------------|------------------|---------------------------|
| Meeting called by | Whole Team | Attendees |
| Type of meeting | Weekly Scheduled | James Gardner (jadg502) |
| Facilitator | Oli Still | Stijn Marynissen (sm2174) |
| Note taker | James Gardner | Che McKirgan (cwjm501) |
| Timekeeper | James Gardner | 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.

Log Hours!

Cameron is in need of a marketing budget.

Marketing project type on Cubixel was private and has now been changed to public.

Conclusion: Currently we have some spare money due to over budgeting of the contracts and from making money from the agreed contracts. This can be used as a safety net / marketing budget.

Time allotted | 15 | Agenda topic Iteration 1 | Presenter Oli Still

Discussion: What's left to do, where are people at, documents to hand over. **Code, Finance, QA Metrics, Integration Testing Logs.**

User Stories 003 and 004 are over hours but nearly complete.

008 and 009 only cost 37% of the time. Hopefully these balance out.

Thinking about how we will do the integration testing. Now after a user story has been refactored it should make a pull request and be merged into the development branch for Integration/Exploratory testing.

| # | Action items | Person responsible | Deadline |
|---|--|--------------------|----------|
| 1 | Collect documentation for the first iteration. | All | 12/03 |

Time allotted | 10 | Agenda topic Iteration 2 | Presenter Oli Still

Discussion: User Stories, Easter Pull Requests as this iteration will overlap the easter break. If a user story has taken longer and will carry over to the next iteration, how would this affect deliverables? Martin suggested we speak to Tony to see his suggestions.

Can we move user stories and hours around? We have some user stories that were finished earlier can we now start a

new user story that would be for the next iteration.

Conclusion: It makes sense that we should be able to move hours and user stories. If we have some hours spare at the end we could look at increasing the scope.

| # | Action items | Person responsible | Deadline |
|---|--|--------------------|----------|
| 2 | Discuss with Oli Clarke how hours can be managed | Oli Still | 05/03 |

Time allotted | 5 | **Agenda topic** *Test and Integration Plan* | **Presenter** *Oli Still*

Discussion: Da, Eric, Che and James to work on it this week. As discussed earlier the integration of modules has changed slightly, this will need to be reflected in the QA Manual and the TIP. We can go over on hours somewhat this week to get this done as we have hours spare from last week.

Conclusion: Closing

| # | Action items | Person responsible | Deadline |
|---|--------------|-----------------------|----------|
| 3 | Work on TIP | Che, Dan, Eric, James | 5/03 |

Time allotted | 5 | **Agenda topic** *QA Manual* | **Presenter** *Oli Still*

Discussion: Individual Roles, QA Metrics and risks need updating. The updates to the project management plan for integrating modules needs updating.

Conclusion: Team members not working on TIP should work on this.

| # | Action items | Person responsible | Deadline |
|---|---------------------------|--------------------------|----------|
| 4 | Make changes to QA Manual | Oli, Oli, Cameron, Stijn | 13/03 |

Extra Notes:

Financial Report 2, Oli Clarke has got this covered.

Oliver Clarke (odjc500) Agreed Absence

Daniel Bishop (dmb537) Agreed Absence due to Illness