

SwEng Group 2 Meeting 9 | Minutes

Meeting date | time 25/11/19 | 10:00 | Meeting location Library LMO 225

Meeting called by	Whole Team	Attendees
Type of meeting	Weekly Scheduled	Cameron Smith (cs1869) Elec Eng
Facilitator	Oliver Still	Che McKirgan (cwjm501) Comp Eng
Note taker	James Gardner	Eric Walker (ew1150) Comp Eng
Timekeeper	James Gardner	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.

Again people aren't logging their hours on the Clockify app. This needs doing and only takes a few seconds. This makes the Financial Managers job much harder and will lose us marks overall for not tracking the hours throughout.

Tip: You can hit the duplicate button on the right of the hours and just change the date for hours such as meetings.

Conclusion: All team members must log anything they do on the project, including researching and learning new software.

#	Action items	Person responsible	Deadline
1	Make sure all hours on Clockify are correct and maintain this from now on.	All	N/A

Time allotted | 5 | Agenda topic QA Manual | Presenter James Gardner

Discussion: Discussion on current elements of the QA Manual. Does the QA Manager need to also be a communications manager.

Conclusion: Decided that the QA Manager is involved in ensuring the QA Metrics for all other managing roles and making sure there is a way to measure/quantify these metrics.

#	Action items	Person responsible	Deadline
2	Further fill out individual roles on the QA Manual and any extra sections as needed.	All	2/12

Time allotted | 5 | Agenda topic *Subscription Models* | Presenter *Cameron Smith*

Discussion: Various subscription models used by competitors.

Need a difference between people who just started and people who have been on for a long time.

Could have users pay for time spent watching the content or for the whole lesson. This could be split into lumps of time. Like 15 mins sections

MyTutor gradually increases the amount tutors earn based on statistics and time with service.

Conclusion: N/A

Time allotted | 30 | Agenda topic *User Stories* | Presenter *Oliver Still*

Discussion: Formatting of the User Stories and Tests.

Conclusion: Going through user stories as a team and refining them. The large majority of the user stories need to be completed for next week so we can begin to estimate time for each story and begin project plan.

#	Action items	Person responsible	Deadline
3	Format all user stories as they are in the high priority page. This involves simplifying the story/splitting stories up into smaller stories and writing tests. 1 Hour minimum.	All	2/12

Extra Notes:

#	Action items	Person responsible	Deadline
4	Go over Lecture 6 as it is about planning.	Oliver Clarke	2/12
5	Begin building a basic layout of the design and ideas on how it will look. Decide a Tutor-Point Software Colour Palette.	Stijn Marynissen	2/12
6	Decide a Company Colour Palette.	Cameron Smith	2/12

It was decided that it would be highly valuable to start designing the XML format that we will use as this will give us better insight when we need to discuss the standard with all groups.

Daniel Bishop (dmb537) was absent.