

Agenda for Meeting 35

Google Team Meeting - 14/05/2020

1. Preliminary Notes

PLEASE LOG ALL HOURS PRIOR TO MEETING - ANY HOURS NOT LOGGED MAY NOT BE COUNTED.

<https://clockify.me/tracker>

DETAIL ANY WORK IN THE PROJECT LOGS DOCUMENT.

https://drive.google.com/open?id=1UoxLxdoGk54coTCkKp6ua9c_hubeAf0A97k5pXFMSyQ

PLEASE LOG ALL QA METRICS.

<https://docs.google.com/spreadsheets/d/1lIM76qFcgyCj8EDZnL6VFgmbY-Z1y42ggKphVbs37eM/edit#gid=839283935>

Previous meeting was called off due to a significant clash with an exam. Project manager (OS) instead caught up with everyone individually as needed.

2. Meeting Agenda

OS now full-time SWENG.

Update from last meeting.

TutorPoint Project - End of Iteration 6:

025 - Webcam Streaming to Server

Che

60%

TutorPoint Project - Start of Iteration 7 (Last Iteration):

No assigned user stories.

Unit Tests - Complete by the end of this Iteration

James' new testing checklist.

QA Metrics:

Design Manager, QA Manager, Technical Manager, Finance Manager all missing metrics.

Report to Cameron or James any missing metric logs.

Meeting with Stuart tomorrow 11:30am - JG and OS.

Any questions you want me to ask?

Internal Deadlines for Deliverables

29th May - Presentation & HTML

31st May - Personal Sweng Reports**Other Deliverables:**

Financial Summary Report - Due Friday 22nd May

Demonstration and Sales Presentation - Due Monday 1st June

3. Closing Notes

LOG HOURS NOW - <https://clockify.me/tracker>

Have a good week!

Wash your hands.

Next meeting 11:00 - 12:00 Monday 18th May.