Meeting 14 |Minutes

Meeting date | time *27/01/20 | 11:00 |* **Meeting location** *Library LMO 225*

		Attendees
Meeting called by	Whole Team	Daniel Bishop (dmb537)
Type of meeting	Weekly Scheduled	Oliver Clarke (odjc500)
Facilitator	Oliver Still	James Gardner (jadg502)
Note taker	James Gardner	Stijn Marynissen (sm2174)
Timekeeper	James Gardner	Che McKirgan (cwjm501)
		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.

Conclusion: XML Schema needs writing, Dan mentioned an interest in writing one that we could start using.

Information on XML Schema requirements:

https://www.elec.york.ac.uk/internal_web/meng/yr3/modules/SWEng_Project/ProjectDescription1920.pdf

https://www.elec.york.ac.uk/internal_web/meng/yr3/modules/SWEng_Project/pws.html

#	Action items	Person responsible	Deadline
1	Design an XML Schema	Dan	3/02

Time allotted | *10 |* **Agenda topic** *QA Manual and Functional Spec |* **Presenter** *Oliver Still*

Discussion: FS due in this friday. Dan and Che need to sign it to confirm they have read it.

Spoken to Stuart about how we have laid out the feature descriptions and he was happy with how we have done it.

In the QA Manual need to include a way to make the QA Metrics measurable so that we can track how we are improving or not each week. A scale of 1 to 5 maybe.

Conclusion: Closing

#	Action items	Person responsible	Deadline
2	Read and Sign the Functional Spec	Dan and Che	29/01/20
3	QA Manual needs reading and signing by most people	All	30/01/20
4	Make QA metrics measurable	All	29/01/20

Time allotted | *10* **| Agenda topic** *Presentation* **| Presenter** *Oliver Still*

Discussion: Write 6 to 8 sentences as an introduction to your role and responsibilities and what you'll be doing on the project. Thoughts on CUBIXEL.

#	Action items	Person responsible	Deadline
5	Write about your role and responsibilities	All	30/01/20

Time allotted | *5* **| Agenda topic** *Current Situation with Software* **| Presenter** *James Gardner*

Discussion: Demonstrate where we are at atm with the first user story and the groundwork on the program. Other modules/user stories that people can start work on.

Conclusion: If people are wanting to start a new user story and it hasn't been discussed at the weekly meeting check with Che or James that it tests and requirements are acceptable for it.

#	Action items	Person responsible	Deadline
6	More Detailed User Stories for Mid Priority	Dan, Che, James	3/02

Time allotted | *15* **| Agenda topic** *Finance/Financial Business Plan* **| Presenter** *Oliver Clarke*

Discussion: More accurate timings of what people will be working. Estimate the ideal week.

Conclusion: People need to estimate how many hours each week they are going to dedicate to the SWeng project. This needs to be generous thinking that hours may go up during the iteration.

#	Action items	Person responsible	Deadline
7	Everyone needs to predict the number of hours you'll dedicate to SWeng each week, non programming.	All	30/01

Extra Notes:

4 Media

Presentations **must** make use of the following media:

- text
- graphics
- digitised sounds
- digitised images
- digitised movies

The player **must** interpret the following aspects of the media to be displayed:

text:	source file, size, colour, font, position on screen, duration.
graphics:	circles, lines, solids, colour, shading, position on screen, size, duration.
sounds:	source file.
images:	source file, time of (or sequence of) presentation, size and position on screen, duration.
movies:	source file, position on screen.

The user interface **must** also provide the following features (their actual implemented appearance may vary substantially):

- a file browser highlighting media presentation files locally from file systems and/or remotely
- mouse and/or touchscreen support

Image of what information about the slides the XML Schema will need to contain.

7   Presentation File Format

It must be possible to interpret all information required in the specification of a multimedia presentation *from a common file format*. **An XML-compliant common file format must be agreed between all project groups as part of the *Project Wide Standards* (PWS), the PWS containing those aspects of the project that are common for all groups.** This is to allow a presentation to be played on any group's system. Each group may, of course, introduce additional features suited to their product/market niche. Part of the project demonstration may consist of the system being tested with an independently constructed presentation file and associated media files.

Information on the common group XML standard.

Absent:

Cameron Smith (cs1869), absent due to interview. Team given prior notice.